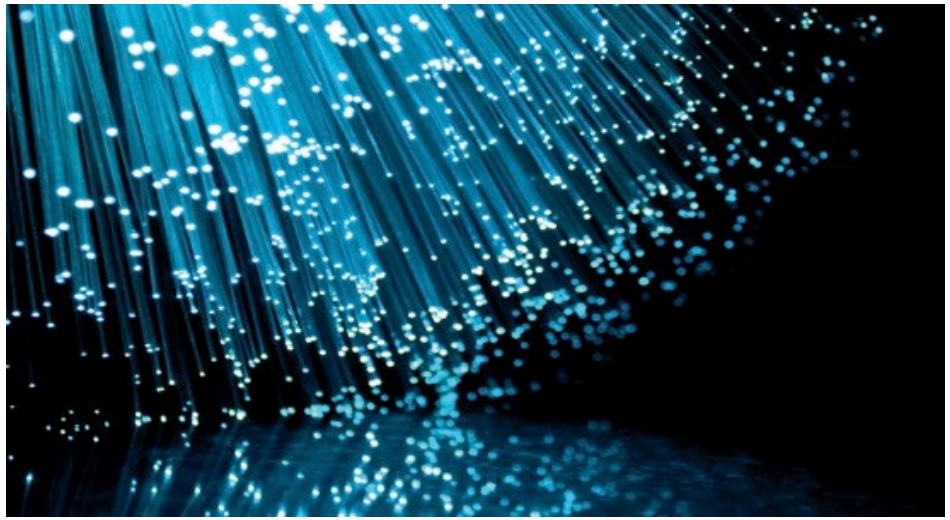
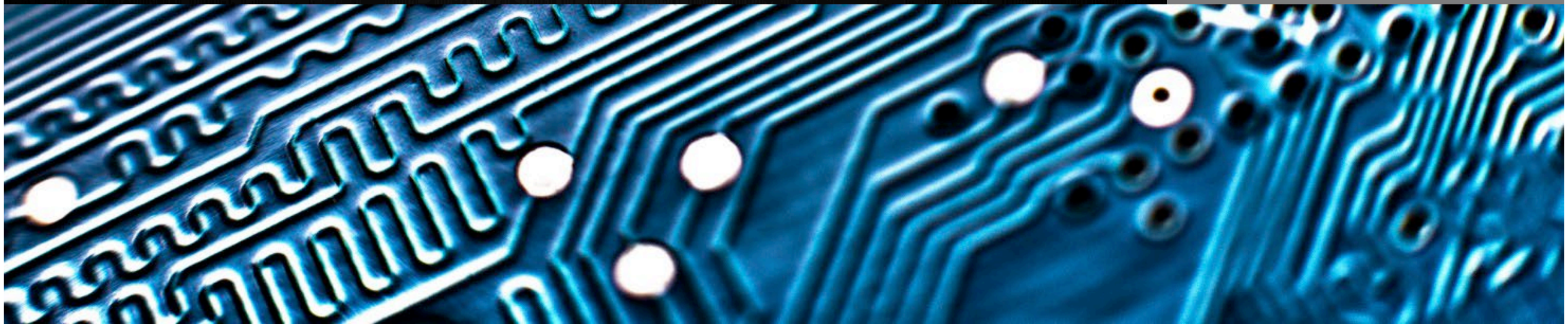


UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

# Georgia*FIRST* Financials

## eVerify Functionality & Procurement Monthly Checklist

4/26/22



# eVerify



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# E-Verify Details

## What is E-Verify?

- E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. The Immigration Affidavit, sometimes referred to as an E-Verify Affidavit, is a form required as specified below. E-Verify registration can be completed at the Federal Government **E-Verify Website.** www.e-verify.gov

## Under what circumstances is an E-Verify affidavit needed?

- Effective September 16, 2013 an immigration or E-Verify affidavit is required for all transactions when any labor or services ("the physical performance of services") greater than $2,499.99 are procured or contracted. The affidavit must be obtained prior to the service being contracted for or procured, except in the case of emergency repairs or services. A contract can be a formal written agreement, an order form, a purchase order, or a verbal contract for services. The Immigration / E-Verify affidavit requirement applies to contractors as well as any subcontractors the contractor may use.

# E-Verify Details

## What is the definition of the “physical performance of services”?

- The Georgia Security and Immigration Compliance Act (O.C.G.A. 13-10-91) broadly defines the physical performance of services as any performance of labor or services for a public employer using a bidding process or by contract wherein the labor or services exceeds $2,499.99. If you have additional questions about this topic, please contact the USG Procurement Staff.

## How often do we need to get the affidavits? If the vendor is performing multiple jobs on campus will an affidavit be needed for each job?

- An Immigration / E-Verify affidavit is required for every contract, job, and/or purchase order when labor or services greater than $2,499.99 are procured.

# E-Verify Details

## Where can I find the proper Georgia E-Verify affidavit forms?

- https://www.audits2.ga.gov/resources/other/immigration/

## Is the E-Verify number different than the Tax Identification Number?

- Yes, a Tax Identification Number (9 numerical digits in length) is a number assigned by the Internal Revenue Service or Social Security Administration and is used for tax purposes. An E-Verify number (5 to 7 numerical digits in length) is a number assigned by the Department of Homeland Security and is used to verify employee eligibility and contains no letters or dashes.

# E-Verify Details

## If a vendor has no employees, do they need to fill out this affidavit?

- O.C.G.A. 13-10-91 allows for contractors to submit a driver's license in lieu of the affidavit if they have no employees. Please note that the driver's license must be issued by a state within the United States that verifies lawful immigration status prior to issuing the driver's license (Georgia drivers license are therefore acceptable). **States that verify immigration status prior to the issuance of a driver's license (PDF)**

# E-Verify Details

## Does the E-Verify requirement apply to work performed in a foreign country or foreign groups / individuals who do not have any employees that are U.S. citizens?

- No. The E-Verify requirement does not apply to work being performed outside of the United States or to foreign individuals/groups with no employees that are United States citizens who will be performing services for or at an Institution.

- *Professional Services are limited to those services defined by the statute as a "profession" or "professional service". For example, the following services are statutorily defined as "professions" or "professional services": certified public accountancy, actuarial services, architecture, landscape architecture, registered interior designers, licensed or accredited structural pest controllers, chiropractic, dentistry "professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry and osteopathy. This also applies to guest speakers or artist that perform at an Institution.

# E-Verify Details

- Jim Barnaby submitted a change request for this functionality.
- The requirement to add eVerify information only applies for labor services $2500 or greater and there is no requirement to add this information at the time of supplier onboarding.
- Currently, USO gathers eVerify information in a manual process that is required once a year for the Department of Audits.
- USO is adding eVerify information entry functionality to purchase orders. This change will:
  - Align with compliance requirements prior to writing the PO/Contract.
  - Streamline annual immigration processing by making it available across the USG system, saving many hours of manual work.
  - Provide transparency for audits and accurate reporting when applying eVerify to purchase orders.
- This is modeled after functionality DOAS has introduced in their instance of PeopleSoft.

# E-Verify Functionality Details

## REL 5.74 & 1.44 (GAFIRST & AU)

- eVerify functionality added to Maintain POs page & Express Purchase Orders page.
  - Navigation:
    - Purchasing > Purchase Orders > Add/Update POs.
    - Purchasing > Purchase Orders > Add/Update Express POs.
  - Service PO drop down option
  - eVerify Details link



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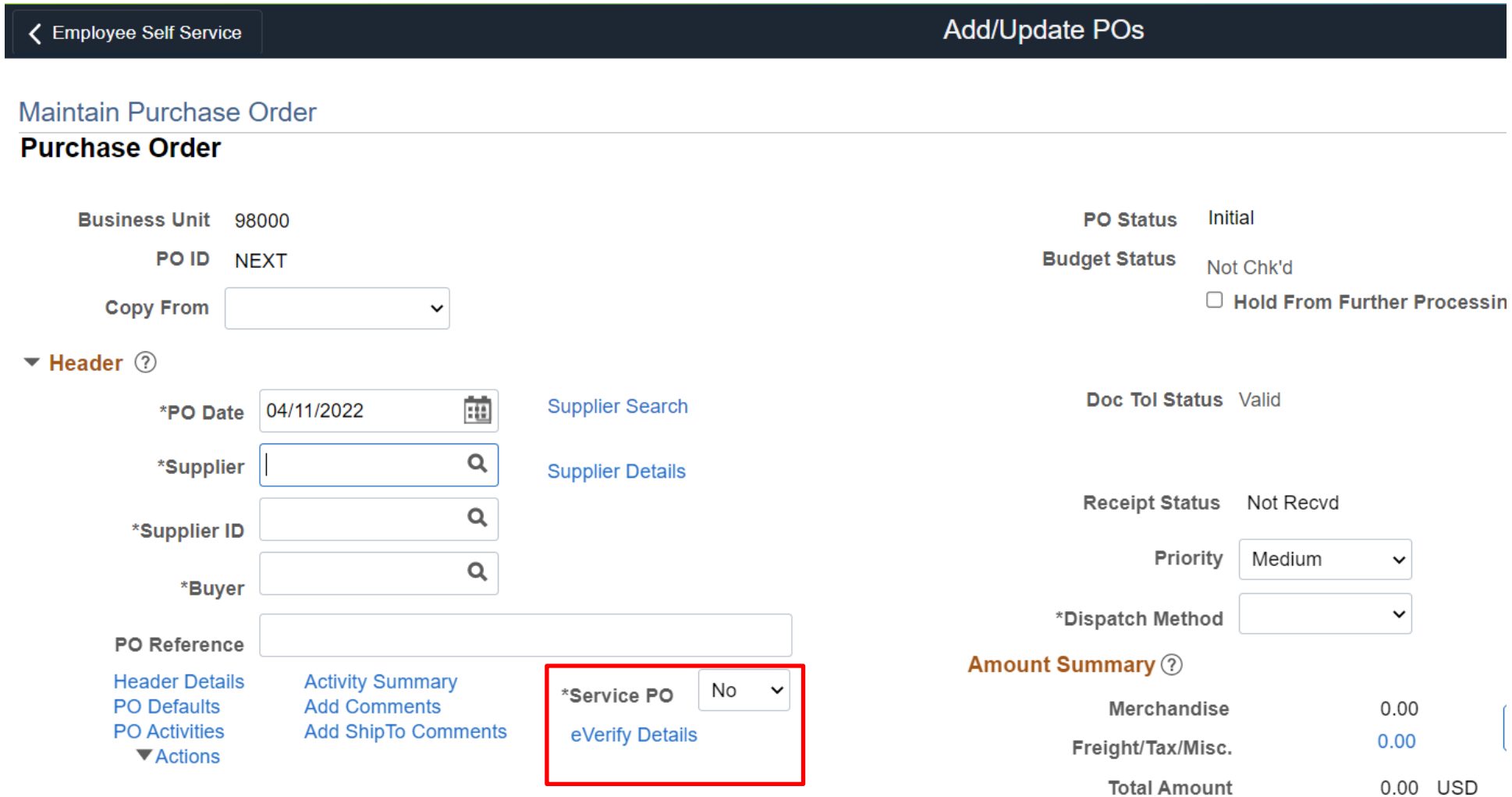
# E-Verify Functionality Details



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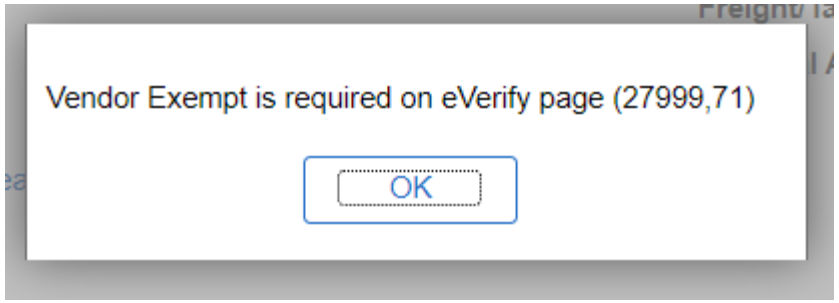
# E-Verify Functionality Details

Service PO field:

- Must select N/A, No, or Yes.
  - N:  PO is not for a service
  - Y:  PO is for a service greater than or equal to $2500
  - N/A:  PO is for a service, but is below $2500 OR is a service PO greater than or equal to $2500 but is exempt from reporting.
- If N/A or No is selected, no further action needed.
- If Yes is selected, must also select eVerify Details link to add additional information.
  - If user does not add the additional information, message below will be received when PO is saved.




  - Select OK and then proceed to selecting the eVerify Details link to enter the required information.



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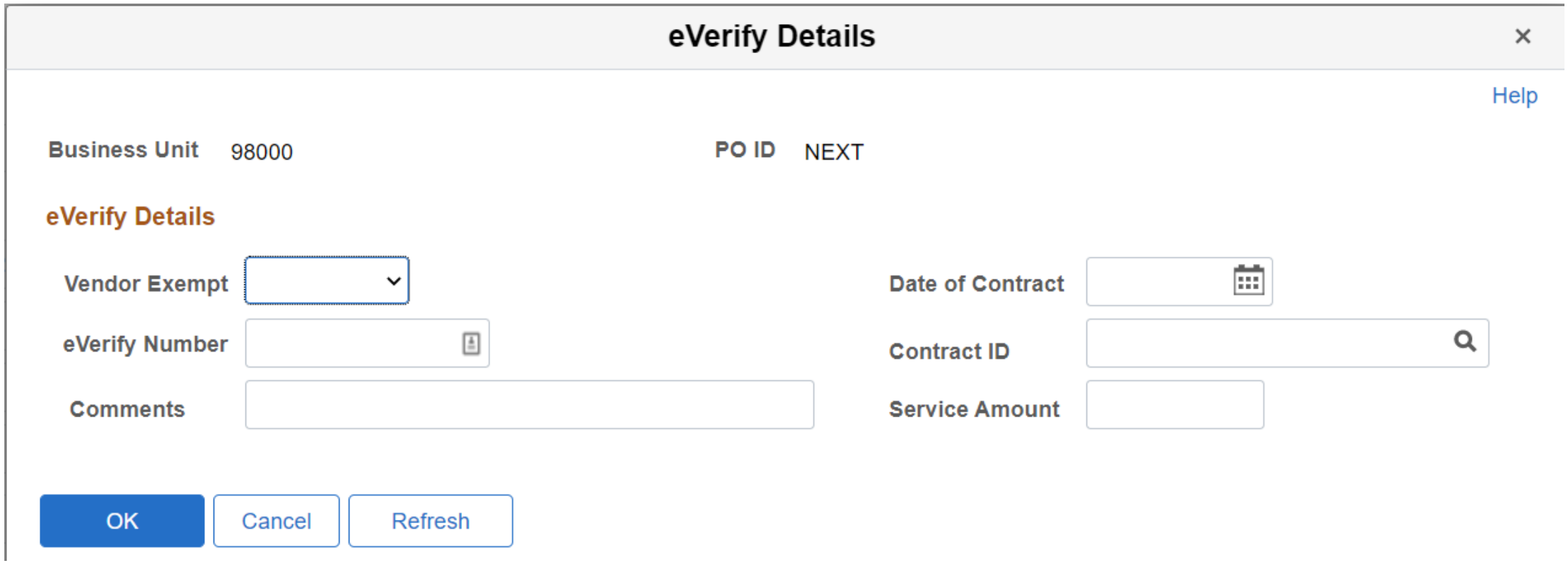
# E-Verify Functionality Details



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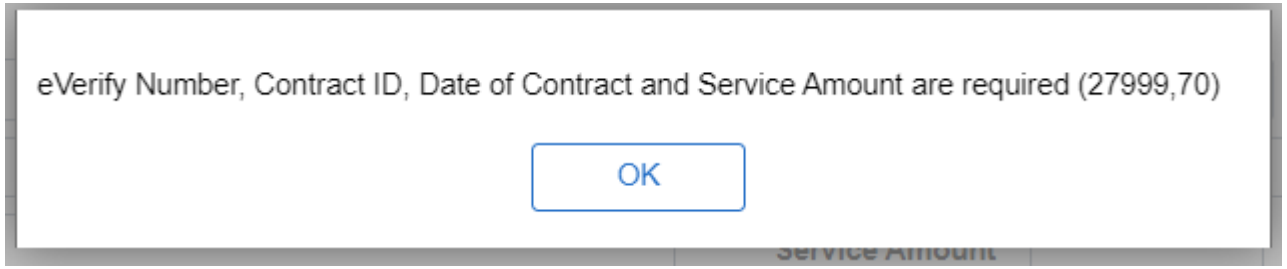
# E-Verify Functionality Details

eVerify Details:

- Vendor Exempt field
  - Must select Yes or No

- If a user selects No, must also enter eVerify Number, Contract ID, Date of Contract, and Service Amount or will receive below message:




  - Contract ID can be manually entered, or selected if using Procurement Contracts.



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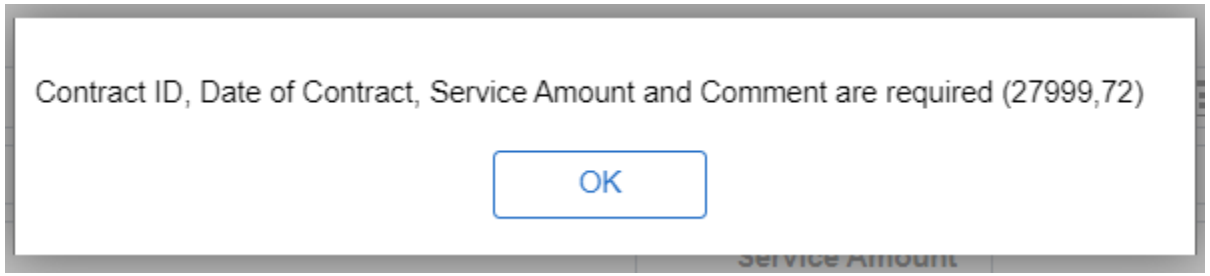
# E-Verify Functionality Details

eVerify Details:

- If a user selects Yes, must also enter Contract ID, Date of Contract, Service Amount and Comments or will receive below message:




- Contract ID can be manually entered, or selected if using Procurement Contracts.



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# E-Verify Details

- ITS will be updating Business Processes:
  - PO_020_100 – Adding/Updating a PO Online
  - PO_020_110 – Adding/Updating an Express PO
- ITS will deliver a new BOR query to be used with reporting eVerify Information



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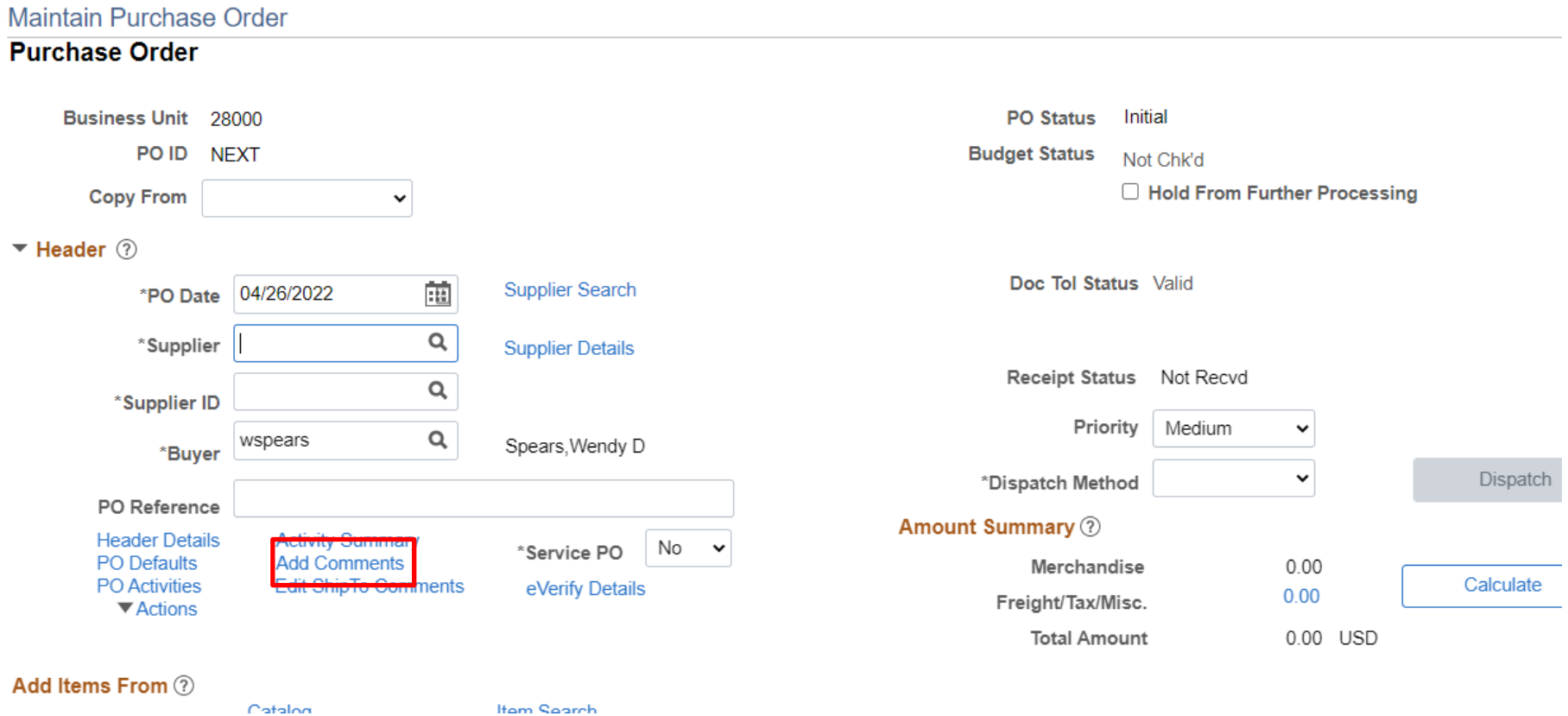
# E-Verify Details

eVerify Affidavit should be attached using the PO Header comment.



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# E-Verify UAT information

- UAT (User Acceptance Testing) session scheduled for tomorrow, Wendesday 4/27/22 at 9am.
- UAT will allow users to test the functionality at their own pace between 4/27/22 and 4/29/22.
- Institutions will be asked to complete a few specific scenarios and return the UAT sign-off form to ITS.

# ePro & Purchasing Month-End Process Checklist



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# ePro & Purchasing Month-End Process Checklist

- Checklist is available on our website:
  - https://www.usg.edu/gafirst-fin
  - Documentation > Documentation Index > Purchasing OR eProcurement > Job Aids and Reference Documents section.



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- Home
- Downtime Calendar
- Announcements
- Documentation ×
  - Documentation Index
  - Chart of Accounts and Fiscal Year End
- Known Issues +
- Releases +
- Project Information
- Training +
- Model Change Request Information

# Purchasing

BUSINESS PROCESSES

ANNOUNCEMENTS

ACTIVE KNOWN ISSUES

JOB AIDS AND REFERENCE DOCUMENTS

- How to Apply Quotes within the B&H Punchout
- ePro & Purchasing Month-End Process Checklist
- Creating a PO Signature File for PSFIN Signature Upload
- PO Open Encumbrance Dashboard Setup
- Using the PO Distribution Worksheet
- Buyer Mass Change
- Mapping of v8.9 to v9.2 Reports & Queries for ePro and Purchasing
- Job Aid for Encumbering Funds for Contract Renewals



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# thank you!



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