

Department of Finance and Administration

Mississippi Management and Reporting System

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TO: State Agency Human Resource Directors

FROM: Cille Litchfield, CSIO
Mississippi Management and Reporting System

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DATE: June 23, 2008

SUBJECT: Implementation of MS Employment Protection Act

The Mississippi Employment Protection Act (MEPA), created by SB2988 during the 2008 Regular Session of the Mississippi Legislature, requires all employers in Mississippi to register and use the federal government's E-Verify program to verify the federal employment authorization status of all newly hired employees.

Mississippi state agencies must comply with MEPA from and after July 1, 2008. In addition, contractors and sub-contractors entering into a contract with a state agency must comply with the Act from and after July 1, 2008. The Department of Finance and Administration (DFA) will oversee the State's enrollment and use of E-Verify July 1, 2008.

The U.S. Citizenship and Immigration Services (USCIS) within the Department of Homeland Security operates the E-Verify program. The E-Verify program:

- Is a free and simple to use web-based system that electronically verifies the employment eligibility of newly hired employees.
- Is a partnership between the Department of Homeland Security (DHS) and the Social Security Administration (SSA).
- Is a re-branding of its predecessor, the Basic Pilot/Employment Eligibility Verification Program, which has been in existence since 1997. The Basic Pilot is being re-branded to highlight key enhancements in the program, including a new Photo Screening Tool that helps employers to detect forged or faked immigration documents.
- Works by allowing participating employers to electronically compare employee information taken from the Form I-9 (the paper-based employment eligibility verification form used for all new hires) against more than 425 million records in SSA's database and more than 60 million records in DHS' immigration databases. Results are returned within seconds.

DFA will register with E-Verify as the State's Corporate Administrator. State agencies should register with E-Verify for the Employer Access Method, by clicking 'Yes' under question 1 "Would you like to register your company as an Employer?". State agencies should mark 'No' to questions 2, 3, and 4. (Reference the screen shot below).

The Employer Access Method will allow state agencies to verify the employment authorization status of employees that are hired. DFA, as the Corporate Administrator, will be able to view reports to facilitate DFA's responsibility as the overall state employer. Many agencies have already registered and there is no need to re-register to tie the agency to DFA. We are in the process of working with DHS to programmatically tie DFA to the individual agencies.

DFA is developing policies and procedures for implementing the use of E-Verify to comply with MEPA and is also developing detailed reference information for distribution to state agencies. You will be provided with this information by June 26, 2008.

In addition, DFA/MMRS is completing changes in SPAHRS to rename the I9 Status flag to the I9 / E-Verify Status flag. Once an agency has received notification from E-Verify that the new hire is authorized for employment, the I9 / E-Verify Status flag should be updated in SPAHRS and changed to 'Y'. If the agency receives notification from E-Verify that the employee is not authorized for employment, the I9 / E-Verify Status flag should be updated in SPAHRS and changed to 'N'. DFA will generate reports based on this flag and the hire date, and will contact agencies as necessary.

The State Personnel Board (SPB) has scheduled several E-Verify Briefing sessions for state agency personnel. Sessions scheduled for June 23; July 8; and July 15, 2008 are filled and no other classes are scheduled at this time. If you feel you may need additional training after reviewing the documentation provided by MMRS and the E-Verify online tutorial, please contact Jennifer Sledge at 601-359-4115 or by email at jsledge@spb.state.ms.us, to inform her of your training needs.

If you have any questions concerning the information in this memo, please contact the MMRS Call Center at 601-359-1343, or by email at mash@dfa.state.ms.us.



Registration for E-Verify


The E-Verify program, formerly known as Basic Pilot or the Employment Eligibility Verification System (EEVS), is jointly administered by the Department of Homeland Security (DHS) through United States Citizenship and Immigration Services (USCIS) and the Social Security Administration (SSA). This program allows participating employers to verify whether newly hired employees are authorized to work in the United States by checking the information provided by the employees on their Form I-9 against both DHS and SSA databases. Participation in E-Verify is currently free to employers.

You will register for E-Verify only once. If your account will have multiple Users, you must add them to the same account. You may add multiple Users during the registration process, or after registration through the E-Verify web portal. **NOTE: Before registering, please check with other employees in your company to make sure no one else has already registered.** Duplicates will be flagged for deletion.

There are several ways to use E-Verify. Please read the following descriptions and answer all four questions before proceeding to the next page.

1. Employer Access Method


Nearly all E-Verify participants, regardless of business size or structure, are registered as an Employer. The Employer Access Method allows your company to electronically verify the employment eligibility of your newly hired employees.

Would you like to register your company as an Employer? 

Yes No

2. Designated Agent Access Method


The Designated Agent Access Method allows you to act on behalf of other companies to verify the employment eligibility of their newly hired employees. This type of access allows you to individually track your clients' reporting, billing and compliance needs. This Access Method also allows your company to verify its own new hires.

Would you like to register your company as a Designated Agent? 

Yes No

3. Support Role: Corporate Administrator


Some companies may have E-Verify accounts for multiple offices or locations. The Corporate Administrator role allows you to create, manage, and oversee these accounts. You can view reports and administer new and existing E-Verify accounts. Your Corporate Administrator account does not allow you to perform employment eligibility verifications for your location. However, you may perform verifications by creating an Employer Access Method account for your location within your Corporate Administrator account.

Would you like to register as a Corporate Administrator? 

Yes No

4. Alternative Access Method: Web Services

The Web Services Access Method requires a company to develop software that interfaces with USCIS to perform employment eligibility verifications of newly hired employees. Your company's software will extract data from your existing system or an electronic Form I-9 and transmit the information to government databases. If you choose this option, you will be sent the Employer Web Services Interface Control Document (ICD). The ICD contains the information you need to develop and test your software interface.

Would you like to register for Web Services? 

Yes No

Users can access E-Verify using any Internet-capable Windows based personal computer and a web browser of Internet Explorer 5.5 or Netscape 4.7 or higher (with the exception of Netscape 7.0).

To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the SSA, USCIS and the employer.

To register, answer all four questions above and click the "Begin Employment Verification Registration" button shown below. At the end of the registration process, all registered Users will receive an email with their user names and passwords.

If your company is using "Spam Blocking" software on your email, have the following email address added to the filter on the server before registering your company for an E-Verify account:

Employer.Pilots@dhs.gov

If your email server rejects our system-generated email, you will not be able to log into your company account.

If you need assistance in completing the registration process or need additional information relating to E-Verify, please call the USCIS Verification Division toll free at 1-888-464-4218.

[Begin Employment Verification Registration](#)