

# Beyond - How to Process E-Verify Cases

Last Modified on 02/25/2020 2:58 pm CST

Once E-Verify has been set up in your system, you can utilize the integration to create and view E-Verify Cases. For setup instructions, see [Beyond - Setting up E-Verify](#).

**\*Note\*** You must belong to a security group with the everify-case-edit permission in order to process an e-verify case. In order to update the SSN within an E-Verify case for an employee, you must also belong to a security group with the employee-modify-gpi permission. See [Security Group Administration Form](#) for more information.

**\*Note\*** By modifying an SSN within an E-Verify case for an employee, the change will also apply to the SSN field on the employee file in Beyond.

This article reviews:

1. [The E-Verify Charm](#)
2. [How to Process a New E-Verify Case](#)
3. [How to View an E-Verify Case](#)

## The E-Verify Charm

On the employee record in Beyond, there will be a list of charms next to the employees name. These charms give you different sets of information and can have additional functionality. If you have set up the E-Verify integration in Beyond, you will see the E-Verify Charm on each employee record.

The screenshot shows a user interface for an employee record. At the top, there is a blue header with a 'B' logo and several icons. Below the header, the employee's name 'George Dominguez (4295016368)' is displayed. A red box highlights a row of icons (charms) located below the employee's name and above the navigation tabs. The charms include a green circle, a dollar sign, a clipboard, a plus sign, an 'E' in a box, a person icon, a speech bubble, a checkmark with a '0' notification, and a bookmark icon. Below the charms, there are navigation tabs: VISIFILE, DETAILS (with a dropdown arrow), DOCUMENTS, MESSAGES, ASSIGNMENTS, MORE, and a list icon.

**\*Note\*** Depending on your screen size, charms may be located under or next to the employee's name.

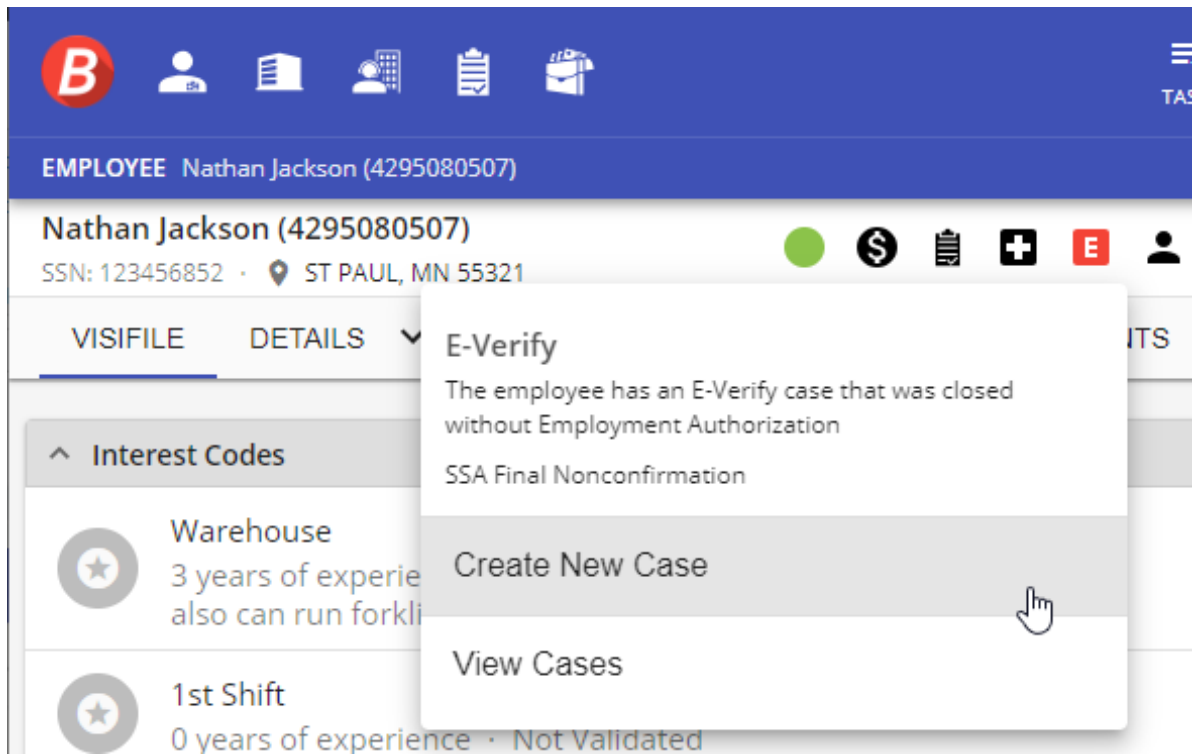
The E-Verify charm will change colors as you process cases for employees so that you can see at-a-glance their current status.

#### E-Verify Charm Colors & Their Meanings:

- E Case completed and employee is verified to work in the US
- E Case is pending or incomplete
- E Case was closed without Employee Authorization
- E Employee has not been E-Verified

## To Process a New E-Verify Case

1. Navigate to the employee record you wish to process an E-Verify case for
2. Select the E Charm next to or underneath the Employee's name
3. Select 'Create New Case'



4. Review or Enter all required information

- Any information including name, SSN, and date of birth will all populate if filled out on them employee record

E-Verify Case

Other Names Used	SSN	Birth Date	
	123-45-6852	3/3/1984	X

Email Address  
nathan.jackson@xip.xom

5. Select Citizenship Status

6. Select Document Type provided - Either U.S. Passport or 2 forms of ID from lists B & C

Citizenship

A citizen of the United States

A lawful permanent resident

A noncitizen national of the United States

An alien authorized to work

Document Type

List B and C Documents

U.S. Passport or Passport Card

- If you choose the List B & C documents option you will need to select the 2 forms of ID provided by the Employee
- Additional details may appear based on forms of ID provided

Document Type		List B and C Documents	
B	Document Type	Supporting Document	
	Driver's license or ID card issued by a U.S. state or outlyi...	Driver's license	
	Issuing Authority	Document Number	
Alaska	A23145457		
Expiration Date	5/2/2022	<input type="checkbox"/> No expiration date provided	
C	Document Type	Certification of Report of Birth (Form DS-1350)	


7. Enter the Hire Date and Submitting Official Phone Number

8. Select Next

- At this point, your E-Verify case has been created. If you exit out of the case information without completing any additional steps, you will be able to view and continue the case at any time by navigating the E-Verify charm

9. You may need to verify additional information against the employee's I9:

E-Verify Case Amelia Stout - Case #[2019085201229CL](#)

 **SSA REVERIFY**  
The information below must match the employee's Federal I-9. Check that all the fields are valid before continuing

Last Name	First Name	Middle Initial
Jackson	Nathan	
Other Names Used	SSN	Birth Date
	123-45-6852	3/3/1984

**Continue**  
The data has been reviewed or changed and is now correct. Continue with this case.

**Close Case**  
The information is not correct and cannot be updated.

10. Once all steps have been completed, you will either receive confirmation on their work status or a tentative Non-confirmation

### Confirmation:

When you receive an SSA authorized to work statement, it will look like this:

E-Verify Case Jathan Moline - Case #[2019099174820MJ](#)

 SSA AUTHORIZED TO WORK  
Abbott, Parker is authorized to work in the United States.


CANCEL    NEXT

### Tentative Non-Confirmation:

When you receive an SSA Tentative Non-Confirmation from E-Verify, you will see the following screen:

E-Verify Case Amelia Stout - Case #[2019085201229CL](#)

The letter type of SSA\_FAN must be printed.

 SSA TENTATIVE NONCONFIRMATION (TNC)  
The citizenship status selected for this employee did not match SSA records. The Social Security number entered in E-Verify is not valid according to SSA records. This does NOT mean that the employee is not authorized to work in the United States; however.

Print, Review, & Sign Tentative Nonconfirmation Notice

- 1 Print the SSA Tentative Nonconfirmation Notice.  
Choose which language to print  **PRINT SSA\_FAN**  
English
- 2 Review the SSA Tentative Nonconfirmation Notice privately with the employee.
- 3 Have the employee indicate whether he or she will contest the SSA Tentative Nonconfirmation Notice. Make sure you and the employee sign and date the SSA Tentative Nonconfirmation Notice.
- 4 Indicate that the employee has been notified by selecting the checkbox below.  
 I have notified this employee of the TNC
- 5 After all these steps are complete, continue below.

Continue  
Continue the case and explain how the employee responded to the SSA Tentative Non-confirmation.


Close Case  
The information is not correct and cannot be updated.

CANCEL    NEXT

Follow the 5 steps and select Continue to move on to the next page. (make sure you select the print SSA\_Fan in order to move forward)

Based on the conversation with the employee you will need to close the case or contest it:

E-Verify Case Amelia Stout - Case #[2019085201229CL](#)

 SSA TENTATIVE NONCONFIRMATION (TNC)  
How did the employee respond to the SSA Tentative Nonconfirmation Notice?

Confirm Employee Decision


No Contest / Close Case  
The employee has decided to not contest or this case was created in error.

Continue  
The employee has decided to move forward and contest the notice.

CANCEL   PREVIOUS   NEXT



If contested, you will be able to print SSA\_FAN and SSA\_RDC files. The employee will need to follow the instructions you provide in the file you print to contest the case. You will need to check back for results on the contested verification:

E-Verify Case Amelia Stout - Case #[2019085201229CL](#)

 SSA REFERRAL LETTER  
The employee was referred to SSA on {referralDate}. Provide this printed letter to the employee and make sure he or she knows, that they must visit the SSA field office by {contactByDate}. E-Verify will update the employees case status by {referralResposns}.

Print, Review, & Sign Referral Letter

1 Print the SSA Referral Letter. **Required\***

Choose which language to print  

English ▼ **PRINT SSA\_FAN** **PRINT SSA\_RDC**

---

2 Review the SSA Referral Letter privately with the employee.

---

3 Make sure you and the employee sign and date the SSA Referral Letter.

---

4 Give the employee the signed SSA Referral Letter. The employee will need to bring the letter to the SSA field office.

---

5 After all these steps are complete, continue below.

Continue  
The referral letter has been printed and received by the employee.

Close Case  
The information is not correct and cannot be updated.

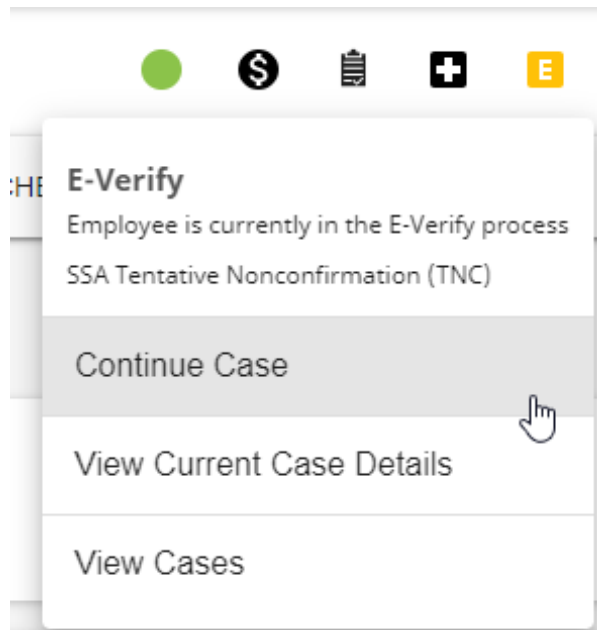
CANCEL   NEXT

If the employee does not complete the necessary steps to contest the case within the time allowed, the case will update to a rejected status and you will be able to close the case.

---

## To View an E-Verify Case

Once an E-Verify case has been created, you can review the results or check for updates on contested cases by utilizing the E-Verify Charm on the employee record. For any employee with an open case, you will be presented with 3 options:



1. Continue Case - this will allow you to continue where you left off filling out and finalizing the case. This is also a great place to come back to check for updates on contested cases.
2. View Current Case Details - this allows you to review all details of the current case in progress
3. View Cases - see all current and past case information

# Related Articles