

Enterprise - E-Verify Case Search

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What is E-Verify?

Enterprise allows users to integrate E-Verify seamlessly into the system for quick and easy processing for employment eligibility.

Note This integration does require additional setup and an existing relationship with E-Verify. For more information about getting this setup, and pricing inquiries, please contact your TempWorks Account Manager. Check out [Enterprise - Setting up E-Verify](#) for more information.

E-Verify Case Searching

Need to look up a recent case or cases you processed in Enterprise? You can use the E-Verify Case Search to review case information including status.

Note Since this integration is supported with an API, your users will need to log in via apps.ontempworks.com and be set up with the correct security group permissions in order to view E-Verify cases. You must at least have the permission "Can view E-Verify case details" to view the search results. Check out [Enterprise - Setting up E-Verify](#) and [Enterprise - Security Group Administration](#) for more information.

Also to ensure you are seeing all cases, make sure your hierarchy matches the hierarchy your E-Verify account is set up to. We highly recommend using this at Entity level.

To Find the E-Verify Search:

1. In Enterprise, navigate to All Options > Integrations

2. Select E-Verify Cases

The screenshot shows the E-Verify application interface. At the top, there are navigation tabs for 'tasks', 'appointments', 'social', and 'email'. Below these are search filters for 'Case Status Filter', 'Sort By Field', 'Sort Direction', 'Date From', 'Date To', 'Search Field', and 'Search Text'. A sidebar on the left contains a menu with options like 'api keys', 'assessments', 'call-em-all', 'carenow results', 'cia', 'e-verify cases', 'details', 'search', 'first advantage', 'peopleg2', 'trak 1', 'twitter search', 'employee', 'customer', 'order', 'assignment', 'contact', 'pay / bill', 'calendar', 'reports', and 'all options'. The main area displays a table of cases with columns for Case Number, Status Code, Status, Eligibility, DHS, SSA, and Employee Name. A 'Previous' and 'Next' button are at the bottom right.

Case Number	Status Code	Status	Eligibility	DHS	SSA	Employee Name
2019323142044HD	CLOSED	Closed				zzsmoketestemp, zzs...
2019330215754DA	UNCONFIR...	Case Incomplete				zzeverifytsteleventw...
2019331181125MK	UNCONFIR...	Case Incomplete				TestEmpA, TestEmpA
2019338162852DL	CLOSED	Closed				testtwelevefour, testt...
2019339172836AF	UNCONFIR...	Case Incomplete				Johnson, Angela
2019339173133AJ	UNCONFIR...	Case Incomplete				Johnson, Ludivia
2019343190740EM	FINAL_NO...	Final Nonconfirmation	NO_SHOW			testtwelevefour, testt...
2019344200045CD	FINAL_NO...	Final Nonconfirmation	NO_SHOW			zztwelveten, zztwelve...
2019344201041CM	CLOSED	Closed				zztwelvenine, zztwelv...
2019344203514ED	CLOSED	Closed	NO_ACTION_FNC			Ness, Sabina
2019344204145EJ	CLOSED	Closed	NOT_AUTHORIZED_EMP...			Ness, Sabina
2019345153355CH	CLOSED	Closed				Landon, Ben
2019345162036FB	UNCONFIR...	Case Incomplete				zztwelvenine, zztwelv...
2019351181137FH	UNCONFIR...	Case Incomplete				jkks, test
2019351183033JC	CLOSED	Closed				Landon, BugHuntOne

Actions

To View Case Details: Right click or choose the  in the upper right

This screenshot shows a context menu overlaid on a table row. The menu options are 'View Case' (with a document icon), 'Continue Case' (with a pencil icon), and 'View Employee' (with a person icon). The table row behind the menu shows Case Number 2020027140131GD, Status Code UNCONFIR..., and Status Case Incomplete.

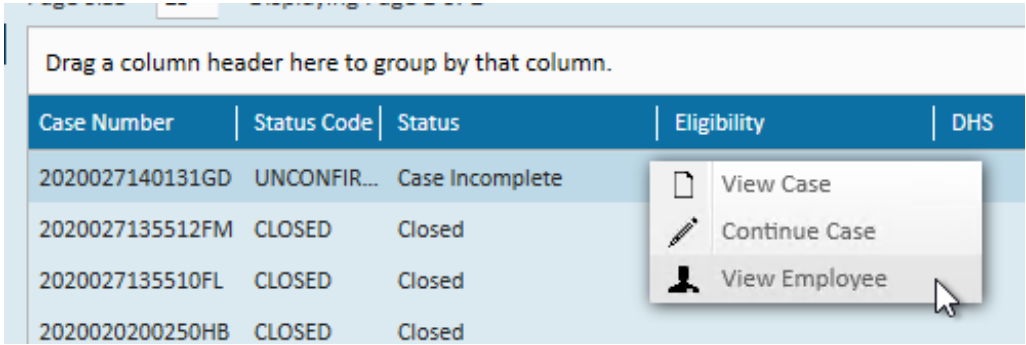
Case Number	Status Code	Status	Eligibility	DHS	SSA
2020027140131GD	UNCONFIR...	Case Incomplete			
2020027135512FM	CLOSED	Closed			
2020027135510FL	CLOSED	Closed	EMPLOYMENT_AUTHORI...		
2020020200250HB	CLOSED	Closed			
2020027135553GA	CLOSED	Closed			

To Continue a Case: Double click, Right click, or choose the  in the upper right

This screenshot is similar to the previous one, showing a context menu over a table row. The menu options are 'View Case', 'Continue Case', and 'View Employee'. The table row shows Case Number 2020027140131GD, Status Code UNCONFIR..., and Status Case Incomplete.

Case Number	Status Code	Status	Eligibility	DHS
2020027140131GD	UNCONFIR...	Case Incomplete		
2020027135512FM	CLOSED	Closed		
2020027135510FL	CLOSED	Closed	EMPL...	
2020020200250HB	CLOSED	Closed		

To View the Employee Record: Right click and choose view employee



Search Options Available

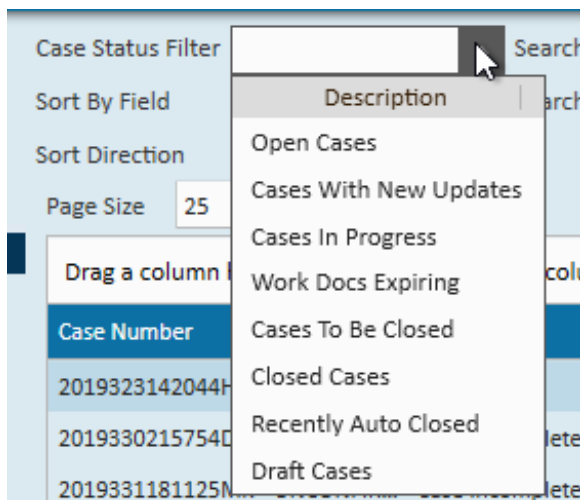
The following options are available when searching:

Case Status Filter

This option allows you to filter for a specific case status.

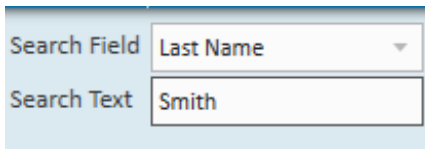
Statuses include:

- Open
- Cases with New Updates
- Cases In Progress
- Work Docs Expiring
- Cases to Be Closed
- Closed Cases
- Recently Auto Closed
- Draft Cases



Search Field and Text Options

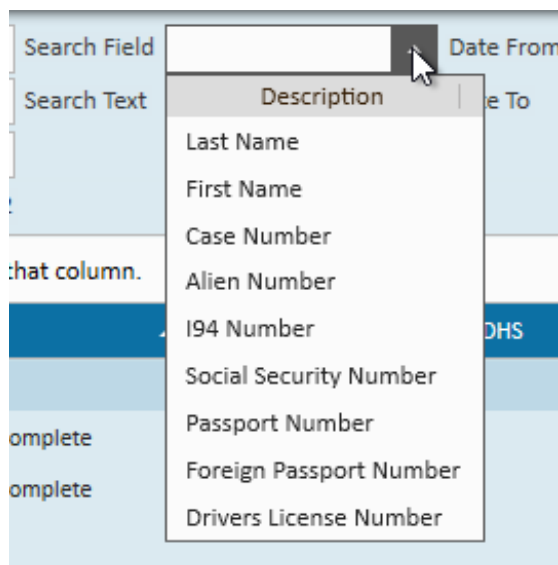
You can use the search field and search text fields to limit your search results.



A screenshot of a search interface. It features two input fields: 'Search Field' and 'Search Text'. The 'Search Field' dropdown menu is currently set to 'Last Name'. The 'Search Text' input field contains the text 'Smith'.

Search fields include:

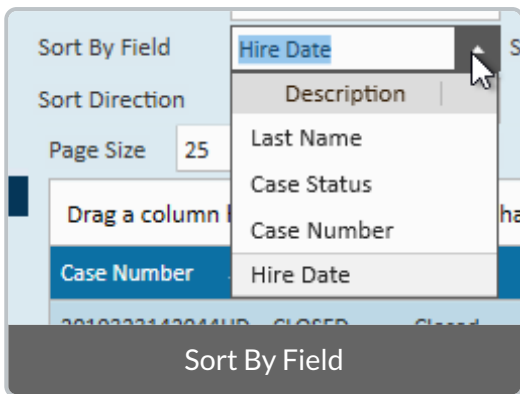
- First Name
- Last Name
- Case Number
- Alien Number
- I94 Number
- SSN
- Passport Number
- Foreign Passport Number
- Drivers License Number



A screenshot of a search interface showing a dropdown menu for the 'Search Field' field. The dropdown menu is open, displaying a list of search options: 'Last Name', 'First Name', 'Case Number', 'Alien Number', 'I94 Number', 'Social Security Number', 'Passport Number', 'Foreign Passport Number', and 'Drivers License Number'. The 'Description' column header is visible above the dropdown menu. The background shows a table with columns for 'Date From' and 'Date To'.

Sort By Options

You can click on a search result column to sort your results but there are additional sort by fields and direction options above.



When searching, select a sort by field and sort direction(ascending or descending).

Paging

If you are looking at a lot of cases you can change the page size number to increase the number of results per page(up to 120 results per page).

Case Number	Status Code	Status	Eligibility	DHS	SSA	Employee Name
2020027140131GD	UNCONFIR...	Case Incomplete				Brennan, Billy
2020027135512FM	CLOSED	Closed				Grant, Alan
2020027135510FL	CLOSED	Closed	EMPLOYMENT_AUTHORI...			Grant, Alan
2020020200250HB	CLOSED	Closed				Grant, Alan
2020027135553GA	CLOSED	Closed				Grant, Alan
2020030140415DM	CLOSED	Closed				Grant, Alan
2020030140539ED	CLOSED	Closed	EMPLOYMENT_AUTHORI...			Grant, Alan
2020049165058EJ	CLOSED	Closed				Habody, Johnny
2020049170116GD	CLOSED	Closed				Habody, Johnny
2019351181137FH	UNCONFIR...	Case Incomplete				jkks, test
2019339172836AF	UNCONFIR...	Case Incomplete				Johnson, Angela
2019339173133AJ	UNCONFIR...	Case Incomplete				Johnson, Ludivia
2019345153355CH	CLOSED	Closed				Landon, Ben
2019351184618ML	FINAL_NO...	Final Nonconfirmation	NO_SHOW			Landon, BugHuntOne
2019351183033JC	CLOSED	Closed				Landon, BugHuntOne

Use the next and previous options at the bottom to see the next or previous set of results.

Troubleshooting Tips

Not finding the results you expected? Here are some important tips:

- **Hierarchy Matters:** we recommend always conducting this search at [Entity level](#) to ensure all cases for the E-Verify account are shown.
- **You can only see cases for one account at a time:** If you have multiple entities and multiple E-Verify accounts in the system, you will not be able to see search results at system level.
- **Not getting any results?** Our E-Verify integration including this search, relies on our API. That means you need to be logging into Enterprise via apps.ontempworks.com - **Check out** [How to Log in to Enterprise](#)
- **Need to Refresh?** Just click search again to refresh your results if case statuses have changed or new cases have been created.

Related Articles