

Employment Eligibility Verification (E-Verify) Access Request

Access to the Department of Homeland Security Employment Eligibility Verification System (E-Verify) can be granted to decentralized departments or departments requesting on-site E-Verify capabilities.

To obtain access:

- Complete E-Verify Access Request
- Complete E-Verify Training provide by Human Resources. HR will verify training was successfully completed prior to granting authorization.
- Access is limited to 3 person in each department, Primary, Secondary, Emergency
- Department managers should notify Human Resources when the employee has a change in status such as to department transfer, change in job duties, by sending an updated copy of this request. Terminations will be automatically processed.
- To obtain access to Banner for the purpose of updating employment verification certifications, you must also complete the Banner Administrative System Account Request for class GMU_HR_EVFY.
http://fiscal.gmu.edu/Departments/FAST/banner_acct_request.pdf.

USERS LAST NAME	FIRST NAME	MIDDLE INITIAL	DATE OF REQUEST
DEPARTMENT/SCHOOL		ADDRESS/BUILDING/ROOM/MS	
MASON PHONE NO	G NUMBER	NET ID	EMAIL
JOB DESCRIPTION	INDICATE E-VERIFY ROLE		
	<input type="checkbox"/> PRIMARY	<input type="checkbox"/> SECONDARY	<input type="checkbox"/> PROXY
SUPERVISOR NAME/TITLE	MASON PHONE NO.		EMAIL
SUPERVISOR SIGNATURE	DATE		
DEPARTMENTAL BANNER LIAISON NAME	MASON PHONE NO.		EMAIL
LIAISON SIGNATURE	DATE		
REQUEST AUTHORIZATION			
	GRANT ACCESS TO DHS E-VERIFY SYSTEM		HR AUTHORIZATION
			DATE

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CONFIDENTIALITY& COMPLIANCE STATEMENT –READ CAREFULLY AND SIGN

I acknowledge and understand that I have access to confidential and sensitive information regarding employees (and beneficiaries) including social security numbers, compensation, disciplinary actions, bank accounts, and medical information. I acknowledge and understand that I am required to comply with all applicable federal laws, state laws, and federal, state, and University policies, procedures and regulations.

Except as required by law, and excluding information that can be released under federal, state, or University regulations, I agree that I will not:

- Access and use data that is unrelated to my job duties at George Mason University;
- Access and use data where I do not have a “need to know” to do my job;
- View, print, copy, update, or disclose data for non work-related reasons, including curiosity, even if my account allows such access;
- Access, use or disclose to any other person who does not have a specific business “need to know,” or allow any other person access to this information. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, instant messaging, text messages, voice mail communication, written documentation, “loaning” computer access passwords, and/or any other transmission or sharing of data.

Furthermore, I agree to:

- Access my own personnel (Human Resources-Payroll) records and any student records that I may have through self-service features made available to all personnel and all students. I will not use access given to support my specific work duties to view or update information pertaining to my personnel or student records or gather information pertaining to other’s records even if my work includes the personnel or student records of others.
- Comply with University Policy 1301 – Responsible Use of Computing
- Comply with University Policy 1114 – Data Stewardship
- Comply with or seek official exceptions to applicable policies and procedures.

I understand that George Mason University and its employees may suffer irreparable harm by disclosure of confidential information and that George Mason University may seek legal remedies available to it should such disclosure occur. I understand that failure to comply with applicable policies, procedures, and regulations may result in serious consequences and that George Mason University may seek legal remedies available to it should such losses occur. Further, I understand that violations of this agreement may result in disciplinary action, up to and including termination of my employment.

Employee Signature	Print Name	Date
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Supervisor Signature	Print Name	Date
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