

November 9, 2009

To: Human Resources Advisory Group (HRAG)

Re: **E-Verify Offer Letter Statement**

As you know, with the implementation of E-Verify, some positions will require an E-Verify check of the final candidate. The following language, provided by UC General Counsel, should be used in offer letters where E-Verify is required:

"If you are assigned to perform substantial work under certain federal contracts/subcontracts during your employment with the University, the University will need to confirm your eligibility to work in the United States through E-Verify."

Because E-Verify is only applicable to certain positions, this general statement should be inserted into offer letters that require an E-Verify check.

If you have any questions, feel free to contact me directly at eapeters@chr.ucla.edu.

Best regards,



Elaine Peters
Director
Employment & Compensation Services
Campus Human Resources

Cc: Associate Vice Chancellor Lubbe Levin
CHR Directors
Manager Gayelea Allison, Payroll
Manager Lazetta Smith, Policy & Personnel Services