



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2011-025

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

FROM: Rikki Nicole David
Human Resources Director

SUBJECT: E-Verify System

DATE: August 10, 2011

On July 1, 2011, Governor Bobby Jindal signed HR 646, which became Act 402 of the 2011 Regular Session. This Act amends LSA R.S. 23:995 relative to the verification of citizenship and authorization of employment. Any hires made after August 15, 2011 must be verified in accordance with Act 402.

The Act provides that an employer shall not be subject to civil penalties pursuant to the provisions of the law upon a showing of either:

1. The citizenship or work verification of every employee has been verified by the use of the Federal E-Verify system; or
2. Each employee has provided a photo ID and one of the following documents:
 - a. U.S. birth certificate or certified birth card;
 - b. Naturalization certificate;
 - c. Certificate of citizenship;
 - d. Alien registration card; or
 - e. U.S. immigration form I-94.

It is the intent of OLG/DCRT to utilize the E-Verify system in order to ensure compliance with Act 402.

Therefore, it is mandatory that a completed Employment Eligibility Verification Form I-9 (with copies of supporting documents attached) be faxed to HR at the same time as the

Notification of Drug Testing Period form. The fax number for the HR Division is (225) 342-7928.

Given that the information from the I-9 Form serves as the basis for an E-Verify case, and that this process must be completed no later than three (3) business days after the new hire begins work for pay, it is imperative that hiring managers have the applicant complete the I-9 form at the time that he/she signs the job offer and receives his/her drug screen (Kroll) form. The I-9 form can no longer wait to be submitted to HR with the new hire packet.

Please ensure that this information is made available to all employees who are involved in the new hire and drug screening process.

Please contact the Human Resources Division at (225) 342-0880 with any questions or concerns.

RND:ch

Attachment

c: Personnel Liaisons

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