




<b>Approved by:</b> Juan Williams Commissioner	<b>Policy Number:</b> 26-001
<b>Signature:</b> 	<b>Supersedes:</b> N/A
<b>Application:</b> Executive Branch Employees, Human Resource Officers	<b>Effective Date:</b> April 1, 2026
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-101, T.C.A. § 8-30-104	<b>Rule:</b> Chapter 1120-02

## Employment Eligibility Verification

It is the policy of the State of Tennessee to safeguard against unauthorized employment by verifying an employee's identity and work eligibility in the United States. This ensures a legal and authorized workforce within Tennessee State Government, builds trust between employees and their employing agencies, and fosters a workplace culture built on transparency and adherence to federal and state laws and regulations.

### Employee Responsibility

Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. New hires shall complete and submit Section 1 of the Form I-9 in Edison no later than their first day of employment unless the employee does not have access to Edison, in which case an authorized representative from the agency may complete it on their behalf utilizing the Special Case I-9 option in Edison. Additional information about an employee's rights and responsibilities can be found [here](#).

### Agency Responsibility

E-Verify is a web-based system that allows employers to confirm the eligibility of their employees to work in the United States. All executive branch agencies are required to utilize the centralized E-Verify system in Edison for employment eligibility verification. In addition, each agency is responsible for designating which individuals have access to the E-Verify system and ensuring training and audit requirements are met for those individuals.

Agency representatives shall complete Section 2 of the Form I-9 in Edison by physically examining evidence of the employee's identity and employment authorization within three business days after the employee's first day of employment. If the individual will work for less than three business days, Section 2 must be completed no later than the first day of employment. In addition, if the employee does not have access to Edison, the agency representative shall also complete Section 1 of the I-9 in Edison on an employee's behalf utilizing the Special Case I-9 option in Edison no later than the first

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day of employment. Agencies shall also comply with any ongoing audit and maintenance requirements established by DOHR. Agencies are responsible for complying with reverification requirements.

Agencies shall refer to the GT Paperless I-9 Business Process Guide for employment verification processes, including completing Form I-9 and E-Verify entries, handling non-confirmations, reverifications for expiring work authorizations, and managing remote verifications (if applicable). The guide can be located by navigating to *9-Box > User Guides and Support > User Guides: HCM > Human Resources > I-9 with E-Verify*. Additional resources can be found at [e-verify.gov](https://e-verify.gov).

Questions regarding this policy may be directed to DOHR's Office of Strategic Support.