Quick Guide – E-Verify Tentative Non-Confirmation (TNC) Process

What should I do if one of my employees receives a Tentative Non-Confirmation (TNC) E-Verify Result?

*First and most importantly, do not close or take any further action on the TNC case in the GIS System unless instructed by a UHR, Faculty Affairs or a Campus HR official.*

1. How will I know if one of my employees has a TNC?

The TNC will be clearly identified in the GIS System as a DHS TNC or SSA TNC; an example appears below:

In some instances, the employee may inform you of the TNC. If the employee provides their email address in Section 1 of the Form I-9 they will receive an email from E-Verify with their initial case results.

If this happens, you may notify your Faculty Affairs or Campus HR official and they will take action on the case.

2. University Human Resources (UHR) TNC Notification

UHR monitors the TNC report daily and will notify the employee of the TNC case and copy you and your unit’s Faculty Affairs or Campus HR official. This notification will include instructions for the employee and the Faculty Affairs or Campus HR official on resolving the TNC.

*Note: Employees are allowed to work and receive pay while resolving their TNC. Please remind supervisors of this regulation.*

3. TNC Case Resolution

Your Faculty Affairs or Campus HR office will review the TNC case and determine if the employee needs to meet with one of their officials to resolve the TNC, or if a new Form I-9 needs to be completed *(Note: the new I-9 is also completed with the Faculty Affairs or Campus HR official).* Once your Faculty Affairs or Campus HR Official has resolved the case, they will close the TNC and any related E-Verify cases. At this point, the Faculty Affairs or Campus HR Official will notify both the employee and you (the I-9 initiator) that the case has been resolved.
4. **What is an E-Verify Tentative Non-Confirmation?**

An E-Verify Tentative Non-Confirmation (TNC) case result - is issued when the Department of Homeland Security (DHS) or Social Security Administration (SSA) finds an inconsistency between a Form I-9 and their records. The inconsistency may result from Form I-9 data entry errors, incorrect records at the Federal agency, changes in the employee’s work authorization status and/or other reasons.