



STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

"Working for Oklahoma"

OPM 07-37

DATE: September 13, 2007

TO: All Appointing Authorities

FROM: Oscar B. Jackson, Jr., IPMA-CP, Administrator and
Cabinet Secretary of Human Resources and Administration

A handwritten signature in black ink, appearing to read "Oscar B. Jackson, Jr.", written over the printed name in the "FROM:" field.

SUBJECT: Implementation of House Bill 1804 – Employment Eligibility of New Hires

(Please share this information with all staff in your respective agencies who have responsibility for processing new employees.)

House Bill 1804 of the 2007 Legislative Session requires each "public employer" defined as "every department, agency, or instrumentality of the state or a political subdivision of the state" to verify the employment eligibility of new hires beginning November 1, 2007. This verification is in addition to the Form I-9 employment eligibility verification process. Currently, the only employment status verification system that meets the bill's requirements for public employers is **E-Verify**, which is administered by the U.S. Citizenship and Immigration Service, Verification Division.

To assist agencies in meeting the requirements of HB 1804, the Office of Personnel Management has arranged for the USCIS Verification Division, Outreach Branch, to provide weekly training Webinars to demonstrate how to sign up for and utilize **E-Verify** beginning Tuesday, September 18, 2007. This Webinar training will then be repeated on subsequent Tuesdays and Thursdays through October 18, 2007.

The Webinars will generally be less than 90 minutes in length and will permit up to 95 participants to log in for each session. The Webinar format includes a PowerPoint presentation explaining **E-Verify** and a live demonstration performing test queries and possible real queries. Due to the audience size, the question and answer session for participants will take place at the end of each Webinar. Participants will receive Webex instructions for logging into the Webinars at individual computers. Each participant must download Webex software onto the PC to be used to view the demonstration. The download is a one-time process. Participants are encouraged to download the necessary software well before the scheduled meeting time in order to resolve any possible technical issues.

Any individual wishing to participate in any of the Webinar sessions listed below should contact Shirley Russell, OPM Director of Legislative Affairs, at (405) 521-6293 or shirley.russell@opm.ok.gov to reserve a slot for a specific date. Please provide name, e-mail address, agency, title, and telephone number.

Reservations must be made by 4:30 p.m. the day before the Webinar to ensure that there is ample time to receive log-in information and hand-outs for the presentation. The hand-outs will also be available on the OPM website at www.opm.ok.gov . If computer access is a problem, please contact Ms. Russell regarding viewing the Webinars at OPM's office location for any of the morning sessions beginning September 27.

In addition to the scheduled Webinars, Francine Hill, USCIS Verification Division, Outreach Branch will be in Oklahoma City on October 1, 2007, to conduct two **E-Verify** presentations and demo sessions. Additional information on these two sessions will be made available at a later date.

E-Verify Webinar Schedule* (Central Standard Time)

Tuesday	September 18, 2007	1:00 p.m.
Thursday	September 20, 2007	9:00 a.m.
Tuesday	September 25, 2007	1:00 p.m.
Thursday	September 27, 2007	9:00 a.m.
Tuesday	October 2, 2007	1:00 p.m.
Thursday	October 4, 2007	9:00 a.m.
Tuesday	October 9, 2007	1:00 p.m.
Thursday	October 11, 2007	9:00 a.m.
Tuesday	October 16, 2007	1:00 p.m.
Thursday	October 18, 2007	9:00 a.m.

*Additional Webinars may be scheduled in subsequent weeks, if necessary.