

Introduction

Once you complete Part 2 of the I-9, you may be required to submit your New Hire to E-Verify in the Pre-boarding system.

E-Verify is a federal program that ensures employers are hiring New Hires who are eligible to work in the United States. Luxottica currently uses E-Verify in the following states and locations: Alabama, Arizona, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Utah, as well as for positions within the corporate office and all RxO/DC facilities.

Below are potential results you may encounter if your location is an E-Verify location, along with the steps you must follow to verify your New Hire's eligibility to work.

Note: See the Pre-boarding iPDF for general instructions on how to complete Section 2 of the I-9. Once you have completed Section 2 of the I-9, you must click the **Send to E-Verify** button to initiate the E-Verify Process. E-Verify will return a response within 5–10 seconds. The banner near the top of the page displays the New Hire's E-Verify status and directs your next steps to close the case.

RESULT STATEMENT

Employment Authorization:

- a. Click **view case details** or scroll to the E-Verify section at the bottom of the screen.
- b. Click **Close Case** to move to the next step in the E-Verify process.

NEXT STEPS

The screenshot displays the 'Employee Detail' page for a test employee. At the top, a green banner indicates 'E-Verify Current Status: Employment Authorized.' and includes a callout 'a.' pointing to a 'view case details' link. Below this, the employee's information is listed: Name (Test Employee), Other Names Used (000000003), U.S. Social Security Number (XXX-XX-4419), Date of Birth (04/01/1980), Address (6554 Main Street, St. Louis, MO 65656), E-mail Address, Telephone Number, Employment Date (04/26/2013), TWIN Hire Date, Termination Date, Work Status (A Citizen of the United States), Alien Registration Number/USCIS Number, I-94 #, Reverification Due Date, Foreign Passport Number, Country of Issuance, and Obtained I-94 from USCIS. The 'Current E-Verify Case Status' is 'Employment Authorized.' with a 'Hire Code' of 3CCYE112611G2 and 'Group' of None. The 'Location' is 'FAR Location' with a 'Change Location' link. 'Previous Locations' are listed with 'FICA Exempt: N' and a 'Change FICA Exempt' link. An 'Audit Report' link is provided. The 'E-Verify' section shows 'Origination Date' (04/26/2013), 'Reason for Delay' (Initial query submitted on time), 'FAR E-Verify Status' (Covered), 'Current Status Date' (04/26/2013), and 'Current Status' (Employment Authorized.). A 'Photo Matching Document' is listed as 'N/A'. At the bottom, a green banner states 'This employee has been authorized by E-Verify. To complete the process, click the Close Case button below.' and includes callout 'b.' pointing to the 'Close Case' button. A 'History...' button is also visible.

Employee Detail

E-Verify
Current Status: Employment Authorized.
This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Name: Test Employee
Other Names Used: 000000003
U.S. Social Security Number: XXX-XX-4419 [Change SSN](#)
Date of Birth: 04/01/1980
Address: 6554 Main Street
St. Louis, MO 65656
E-mail Address:
Telephone Number:
Employment Date: 04/26/2013 [Change Employment Date](#)
TWIN Hire Date:
Termination Date:
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Reverification Due Date:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:
Current E-Verify Case Status: Employment Authorized.
Hire Code: 3CCYE112611G2
Group: None
Location: FAR Location [Change Location](#)
Previous Locations:
FICA Exempt: N [Change FICA Exempt](#)
Audit Report: [View/Download](#)

E-Verify
Origination Date: 04/26/2013
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Current Status Date: 04/26/2013
Current Status: Employment Authorized.
Photo Matching Document: N/A

This employee has been authorized by E-Verify. To complete the process, click the **Close Case** button below.

[History...](#) [Close Case](#)

RESULT STATEMENT

Employment Authorization
cont.:

- c. Follow instructions under Select Case Closure Option. Be sure to click **Close Case** to finish the process.

NEXT STEPS

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

Is the employee currently employed?

- ☒ Yes - The employee **IS** currently employed.
- ☒ The employee continues to work after receiving an Employment Authorized result.
 - ☐ The case is invalid because another case with the same data already exists.
 - ☐ The case is invalid because the data entered is incorrect.
- ☐ No - The employee **IS NOT** currently employed.

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Close Case

Note: The most common closure option response is: "The employee continues to work after receiving an Employment Authorized result."

Initial Verification Not
Processed:

Employee Detail

The I-9 was successfully added.

E-Verify
Current Status: Initial Verification not processed. The service will continue trying to process the transaction.
This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Names: Jonathon Smith
Maiden Name:
Social Security #: XXX-XX-1113 [Change SSN](#)
Date of Birth: 04/29/1969
Address: 123 Main St.
Newton Falls, OH 44444
Employment Dates: 01/13/2013 [Change Employment Date](#)
Termination Dates:
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Reverification Due Date:

Group: None
Location: NATIONAL CORP. -AC [Change Location](#)
Previous Locations:
Audit Report: [View/Download](#)

[Back](#) [Section 3](#) [New I-9](#) [Upload I-9](#) [Send to E-Verify](#)
[Receipt Update](#)

E-Verify

Origination Date:
Reason for Delay:
Current Status Date:
Current Status: Initial Verification not processed. The service will continue trying to process the transaction.
Photo Matching Document: N/A

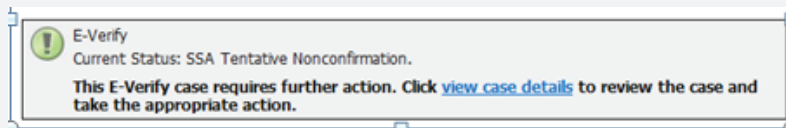
[History](#) [Refresh](#)

At times, you may not receive a response from E-Verify immediately. If this happens, click the **Refresh** button in the E-Verify section. If the response still cannot be returned, you will need to check back later.

RESULT STATEMENT

SSA or DHS Tentative
Non Confirmation:

NEXT STEPS



Click [view case details](#) link to review the completed I-9 with the New Hire to see if any information was entered incorrectly. If an error was made, click [Resolve Case](#), select [Invalid Query](#) and complete a new I-9. If no error is found, scroll down to the E-Verify Section below.

E-Verify
Origination Date: 03/05/2014
Reason for Delay: Initial query submitted on time.
Current Status Date: 03/05/2014
Current Status: SSA Tentative Nonconfirmation.
Photo Matching Document: N/A
ACTION REQUIRED!

The SAMPLE Further Action Notices on this page are for INFORMATIONAL PURPOSES ONLY. They are only provided to help the employee decide to Contest or Not Contest the E-Verify results. When the employee makes their decision you MUST click on the appropriate button below. After clicking the appropriate button you MUST follow the steps listed on the E-Verify History page to actually refer the employee to SSA or DHS to close this E-Verify Tentative Nonconfirmation case. You MUST print the ACTUAL E-Verify documents on the E-Verify History page and provide copies to the employee.

E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.

[View Sample SSA Further Action Notice](#) **a.**
[View Sample SSA Further Action Notice \(Español\)](#)

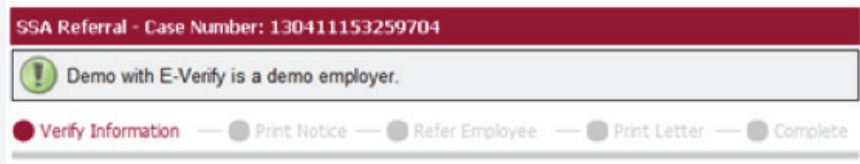
b.

- a.** Click on the [View Sample SSA Further Action Notice](#) link to review the letter with the New Hire explaining the [Contest](#) and [Not Contest](#) options.
- b.** Depending on the New Hire's decision, click either the [Contest](#) or the [Not Contest](#) button and follow the steps provided in the Pre-boarding system.

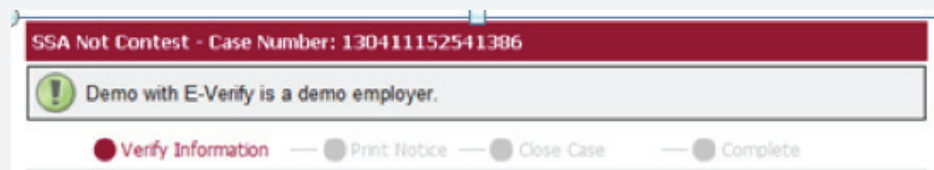
RESULT STATEMENT

SSA or DHS Tentative
Non-confirmation cont.:

NEXT STEPS



- c. A New Hire's Contest decision follows this process:
1. Verify Information – Verify all information on I-9 is correct. Click **Continue**.
 2. Print Notice – Print the DHS/SSA Further Action Notice and give to the New Hire. Confirm by clicking the checkbox and click **Continue**.
 3. Refer Employee – Refer the employee to DHS or SSA by clicking **Refer Case**. The New Hire has eight Federal government workdays to visit SSA or contact the DHS.
 4. Print Letter – Print the DHS/SSA Referral Date Confirmation and give to New Hire. Confirm by clicking the checkbox and click **Complete**.
 5. Complete – Confirm you have successfully referred the New Hire to SSA/DHS. Remember to check back for the next response from E-Verify at end of the eighth Federal work day.



- d. A New Hire's Not Contest decision follows this process:
1. Verify Information – Verify all information on I-9 is correct. Click **Continue**.
 2. Print Notice – Print the DHS/SSA Further Action Notice and give to the New Hire. Confirm by clicking the checkbox and click **Continue**.
 3. Close Case – Close the case by selecting the appropriate case closure option.
 - a. Click **No - The employee IS NOT currently employed**.
 - b. Click **The employee was terminated for choosing not to contest a Tentative Nonconfirmation**.
 - c. Click **Close Case** button.
 4. Complete – Once complete, follow up by terminating the New Hire in HR Central.


For any questions on the SSA/DHS Tentative Non-Confirmation process, please contact 1-877-589-8253 (inside US)/1-513-765-2256 (outside US) or preboarding@luxotticaretail.com.

Note: According to the U.S. Department of Homeland Security and the Social Security Administration, employers cannot take any adverse action against New Hires for their decision to contest a Tentative Non-confirmation. This includes termination, suspension, withholding pay/training or delaying a start date or otherwise limited employment.

RESULT STATEMENT

SSA or DHS Case Incomplete:

NEXT STEPS

 **E-Verify**
Current Status: Initial Verification not processed. The service will continue trying to process the transaction.
This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

E-Verify
Origination Date: 04/26/2013
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Current Status Date: 04/26/2013
Current Status: SSA Case Incomplete
Photo Matching Document: N/A

History...Review/Edit CaseClose Case

- Scroll to the E-Verify section and click **Review/Edit Case**.
- Review the information and correct any errors on that screen.
Click **Continue**.
- Review result from E-Verify and follow the steps identified for that result in this job aid.

RESULT STATEMENT

Photo Match:

NEXT STEPS

E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the Employee?

Note: If 'No Photo on this Document' appears below, select 'Yes' and click the **Continue** button.



[Click to Enlarge](#)

☒ Yes. The photographs are the same.

☐ No. The photographs are different.

IMPORTANT! Make sure your selection above is correct. Then, click the **Continue** button below to confirm your response with E-Verify.

IMPORTANT! You **MUST** retain a copy of the employee's Form I-766 - Employment Authorization Document that contains a photograph. To comply with this Federal government requirement you may either:

1. Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page, **OR**
2. Copy the document and retain the hardcopy in a separate file.

Back

Continue

Compare the photo on the screen to the photo on the document:

- a. If the photos match OR no photo appears, click **Yes. The photographs are the same.**
- b. If the photos do not match, click **No. The photographs are different.** The case will go to a Tentative Non-confirmation status. Follow the steps for a Tentative Non-confirmation status above.
- c. Scan/Copy the Photo Match Document and indicate that a copy was retained by checking the appropriate checkbox. Then:
 1. Attach the scanned document to the New Hire's I-9 by clicking the **Attach File** button in the I-9 History Section on the Employee Detail page; or
 2. Fax/email a copy to 513-492-4412 or preboarding@luxotticaretail.com.

Note: E-Verify cases should be closed within three days of receiving a final response. In situations where either of these deadlines are not met, continue to complete the process in as timely a manner as possible and contact your manager or preboarding@luxotticaretail.com.

For more information on Section 2 of the I-9

For assistance with any E-Verify questions, please contact 1-877-589-8253 (inside US)/1-513-765-2256 (outside US) or preboarding@luxotticaretail.com.

General FAQs:

I entered the wrong data, now what?

To correct wrong data, you will need to search for the employee, click on the employee's name, and click the appropriate link to edit the wrong data. If you do not see a link that addresses your issue, click edit data in the I-9 History section. (Note: For an incorrect Driver's License number, you will need to re-do the entire I-9 to correct)

I forgot to "close the case". How do I do that?

Search for and click on the New Hire's name. Click on the link to Close the Case. When prompted for a reason, use "operational or technical difficulty prevented this I-9 from being completed on time". At the next box, click the appropriate button to indicate whether or not the associate is still employed or not and click close case.

I received an SSA case incomplete message. What does this mean and what do I need to do?

This means that the associate's name, SSN and birthdate do not match SSA's records. Follow the steps provided to resolve this status.