



Memo

Date: October 13, 2025

To: Parish and school business managers

From: Shannon Wiggins, HR systems manager, Office of Human Resources

Re: Onboarding process update – E-Verify

Instructions for Parishes

While the E-Verify system is temporarily down, locations may continue to hire employees following the process outlined below.

Parishes and locations using Paylocity Onboarding with E-Verify:

New hires should be instructed to complete the I-9 form during the onboarding process by:

- Signing the form
- Uploading images of their IDs

After that, you should also sign the form in the I-9 task. Do **not** click "Submit for the E-Verify process" at this time. This step will be done later, once the government agencies resume work.

Even without the E-Verify process and the task showing as incomplete, the system will allow you to finish the onboarding packet and create the employee record in HR & Payroll.

IMPORTANT: Please check to ensure the completed I-9 form and ID images are uploaded to the documents tab in HR and Payroll once the record is created. If for some reason they are missing, you should collect a paper I-9 Form with signatures and copies of the IDs to then scan and upload to the documents tab manually.

We recommend all locations keep a list of new hires that need to be processed through the E-Verify system once that service is restored. Instructions on that process will be communicated when the time comes.

Instructions for schools

Because the Human Resources Office is still clearing your new hires through the E-Verify process, please continue to collect the completed I-9 form and images manually to scan and upload to the documents tab.

If you have any questions, please email swiggins@archatl.com.