

THE ROMAN CATHOLIC  
**ARCHDIOCESE OF ATLANTA**



# 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

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## 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](mailto:swiggins@archatl.com).