

I-9 Working Group Meeting Agenda

Wednesday, March 4, 2020
08:15 – 9:00 am

WebEx Meeting

1. Welcome & Roll Call

Name		Name		Name	
Tia Hadley (Tina Flores-Nevarez)	X	Christin Spivey	X	Bianca Ramirez	
Carmen Garcia	X	Ninette Portales	X	Araceli Sandoval	X
Dawn Santo	X	DawnAnn Wilson	X		
Tina Pennington	X	Devante Lampkin	X		

Reminder that I-9 Working Group restructured; new meeting calendar items sent to working group; TDEM representation is pending confirmation of their governance alignment

2. Action Item Review

- Design Custom Template for work expiration – DeAnna
- Email template for new employees – DeAnna/Task Force

3. New Items

- Work Authorization Email
 - Discussed notification in either Guardian or Workday which either will use email on record
 - Vote: Automated email from Guardian to employee prior to work authorization expiration date at 90 days, at 60 days and at 30 days. Approved. Yes-9; No-0
 - Vote: Automated notification from Workday to employee, for those with I-9 in Workday, and with work authorization date, and still active, prior to work authorization expiration date at 90 days, at 60 days and at 30 days; notification will be configured to NOT allow employee to turn off this notification. Approved. Yes-9; No-0
 - Ninette volunteered to draft notification text
- Mass Cancel To Do step – Onboarding is being monitored; nearly done
 - Users saw reduction in pending items as desired
- To Do step in Add Additional Job and Change Job; still good with those?
 - Working Group wants to maintain the To Do step in Change Job and Add Additional Job
- Correcting Other IDs – mass uploads done; review results
 - Updated hundreds of records that had the Dec 02, 0002 date and removed duplicate IDs of same type
- Terminations (INT186) Update (runs daily)
 - Who is working Error file? Some members work the file daily, others when have the time
 - Vote: Should INT186 Terminations be changed to weekly? Approved. Yes-9; No-0
- I-9 Updates (INT184) Update (runs daily)
 - Who is working Error file? Some members work the file daily, others when have the time
 - Discussed integration design limitations imposed by Guardian I-9.
 - TAMUS integrations team continue to develop method to re-run the failed updates
 - Vote: Should INT184 be changed to weekly? No-1; Yes-0; general discussion to leave it as is

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4. Questions/Comments
None
5. Next Steps
 - a. Submit change requests for notification - DeAnna

Next Meeting: Wednesday, April 1, 2020