

I-9 Working Group

Meeting Agenda

Wednesday, May 6, 2020
08:15 – 9:00 am

WebEx Meeting

1. Welcome & Roll Call

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

2. Action Item Review

- Submit change requests for automated notification – DeAnna. Done
- New I-9 Report in Workday – DeAnna. Done
- Send new Workday I-9 report to working group to review when ready. Done
- Set up work authorization expiration date notifications. In progress

3. New Items

(35 Minutes)

- Review new report: Audit - I-9 Completion for New Employees
Are Workday I-9s being masked from this report? – will need to check into this one; good question
- Review new weekly timing of I-9 Terminations (INT186)
Weekly timing is good; still an issue with not enough data to remediate issues; looking into a report in Workday that mimics the integration and run with date prompts (based on the weekly integration)

Sent request to LawLogix to add an organization.
- Demonstrate use of I-9 Updates (INT184) Results File
The Integration team has found a solution to rerun the I-9 Updates integration; it is in final testing this week; it will rerun a number of times; not based on days; requested to rerun 45 times.
Example: October 1 – I-9 done in Guardian; Hire effective date is January 16; if Hire business process is done January 15, it is more than 45 days since I-9 completed; for these, custom Other IDs must be done manually
- Discuss new LawLogix feature: Employee document capture
“This new feature allows organizations to transfer the responsibility of document capture to the employee and insert a workflow step during completion of Section 1. By leveraging the employee's ability to upload I-9 supporting documents directly to Guardian, organizations can save precious time during the onboarding process. These efficiency gains support both the use of the USCIS temporary 'virtual verification' allowance (in which an employer can complete Section 2 via 'virtual' inspection of the documents) as well as in person I-9 completion.”

Concerns expressed about employees being confused; could be beneficial to remote hire situations; employee can skip the upload if Member doesn't want employee to do it.

Question: Why can't Remote Agent upload documents? TBD

Question: If uploading documents, does that mean it would have to be done for all employees? DawnAnn provided research after meeting. Section 9.2 of the Handbook for Employers M-274 confirms that:

"If you choose to retain copies of an employee's documents for reasons unrelated to E-Verify requirements, you must do so for all employees, regardless of actual or perceived national origin or citizenship status, or you may violate anti-discrimination laws."

DeAnna sent email to LawLogix regarding the documentation and upload feature to confirm, and will provide to I-9 Working Group.

This change is tenant-wide; will send polling question to all I-9 Partners by end of week for simple majority.

- e. Custom field COVID List B Exception to track follow up requirements and report to track the custom field information; field is optional; Members use as they deem appropriate.
Vote to add custom field and report – Yes: 9; No: 0; Unknown 1

- f. Email Templates task force – no action

4. Questions/Comments (5 minutes)

5. Next Steps

- a. Send polling to I-9 Partners on Employee Document Capture - DeAnna
- b. Configure custom field and report in Guardian I-9 – DeAnna
- c. Research document capture impact on all employees – DawnAnn. Done

Next Meeting: Wednesday, June 3, 2020