I-9 Working Group Meeting

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Wednesday, March 1, 2023
9:00 – 10:00 a.m.

Teams Meeting

1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly	X	Alicia Michalek	X	Claudia Azua	
Araceli Sandoval	X	Christin Spivey	X	Carmen Garcia	
Victoria Perez	X	Elizabeth Jones	X	Christina Gomez	X
Dawn Santo	X	Lesley Simental	X	Shelby Ford	X
Jessica Chapa	X	Sofia Rangel		Tanesha Davis	X
Rita Jones	X	Tia Aguon	X	Wendoline Harrell	X
Julia Murtaugh	X	Justin Johnson	X	Vera Hobma	X
Pamela Gentry	X				

2. Action Item Review
   a. .

3. New Items
   a. Discuss E-Verify Compliance emails
      i. Some members receiving compliance notices about three-day rule
      ii. Supplemental document on 3-day rule will be sent to group with minutes

   b. Discuss Parking Form I-9s
      i. Some members are "parking" I-9s. Parked I-9s cannot be unparked or unlocked for further editing. What is the business need for parking I-9s?
         1. Unknown; seems TAMU may have some parked Form I-9s
         2. Members in meeting do not use Park; if a Form I-9 is incomplete, they delete the I-9
         3. A report of Parked I-9s may be useful if a new vendor is selected
         4. Use LawLogix tutorials for guidance
         5. Use website manual https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274/10-why-employers-must-verify-employment-authorization-and-identity-of-new-employees

   c. Update on RFP project
      i. Equifax status; got approval to extend contract to August 2024; awaiting contract terms from Equifax; will get member HRO approval to execute
      ii. Timeline for RFP is publication in March; semi-finalists selection for presentation in late April/May period; will also do presentation of Workday functionality.
      iii. I-9 Working Group should plan to attend presentations

   d. Preparing for potential new I-9 Vendor – review pending/incomplete cases
      i. Members should work pending/incomplete cases for potential conversion as well as to meet compliance requirements

ii. Use LawLogix tutorials for guidance
iii. Tip: Use Search for Employees without entering search criteria; evaluate blank records or N/A in I-9 field

e. Update on Location issue
    i. Pending response from Equifax
    ii. Becoming a bigger issue for transfers between groups and members; elevate this issue with LawLogix (may visit with Christin in outside this meeting)

f. Update on Merge Duplicates work
    i. Pending response from Equifax

4. Questions/Comments
    a. Since TAMU does 1st and 15th onboarding, can meetings be moved if Wednesday is first of month? Yes.
    b. If member receives a compliance notice from E-Verify that includes employee records of another member, please forward to the other member.

5. Action Items
    a. Identify/create a report for parked I-9s for working group – DeAnna
    b. Send supplemental document on 3-day rule to working group - DeAnna

Next Meeting: April 5, 2023