I-9 Working Group
Meeting Minutes

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Wednesday, July 5, 2023
9:00 – 10:00 a.m.

Teams Meeting
Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly (TAMUT)	x	Alicia Michalek (TFS)	x	Claudia Azua (Tarleton) via Haley De Los Santos	x
Araceli Sandoval (TAMIU)	x	Christin Spivey (AL, TVMDL)	x	Carmen Garcia (TAMU,G,HSC)	x
Victoria Perez (TAMUCC)		Elizabeth Jones (TDEM)		Christina Gomez (TAMUSA)	x
Dawn Santo (TAMUS)	x	Lesley Simental (TTI)		Megan Groff for Warren Pitt (WTAMU)	x
Jessica Chapa (TAMUK)	x	Sofia Rangel (TEES)	x	Tanesha Davis (PVAM)	x
Rita Jones (TAMUC)		Tia Aguon (TAMUCT)	x	Meg Scott (TEEX)	x

2. Action Item Review
   a. Send documents on Location Functionality and E-Verify Contact to group – DeAnna - DONE
   b. Send previous contact list to group – DeAnna - DONE
   c. Send meeting invite for July forward – Pamela - DONE
   d. Submit CR for governance approval on vote item c- Visa and Passport Change business process to route if not submitted during Onboarding – Pamela - DONE
   e. Submit request to add Guardian I-9 help to Workday Help website – DeAnna - DONE

3. Items
   a. Reminder: Guardian Admin to retire users for their member
      i. Got some emails back when sending surveys about people not handling I-9/HR anymore
   b. Update: New meeting invite sent. Let us know if anyone is missing.
   c. Update: Duplicate record clean up in Guardian
      i. Meeting on 7/10 with Equifax
      ii. Hit a snag in that their assigned IT project lead indicated their integration process to merge could not definitely keep multiple Forms I-9 and flag specific ones as the Primary. They requested some example cases of multiple employee user accounts for which there was a separate Form I-9 recorded with each account and for different employers (members).
   d. Update on RFP project
      i. In reference check process
      ii. Aiming for July HAC approval
   e. Update on Equifax contract extension
      i. In review process, currently with Equifax
   f. Update on Guardian I-9 Help Website
      i. Will be linked at the top of the Staffing Hub
   g. Question: how do HR Users get access to Guardian at your members? Through an SOR?

        i.   Recommended that an SOR be submitted internally at your member for audit purposed

        ii.   Members are collecting for to submit Guardian Access request for SSO menu

   h. Guardian I-9 help webpage

        i.   Review page, provide feedback on what we want to see

        ii.   https://it.tamus.edu/guardian-i9/

4. Questions/Comments

        i.   Admin Role – limitations on number of Admin roles

            1.   Admins supporting more than one member will still be allowed 2 per member, e.g. TAMU, Ag

        ii.   TrainTraq Admin tutorial – Required to assign to Admins: will remove access if not taken

            1.   Also on Workday Help site for refresh

        iii.   Form I-9 steps in Hire – Remove To Do and add to Hire Checklist

            1.   Will add to SWG Agenda also

            2.   Vote at next meeting

5. Action Items

   a. Members will assign TrainTraq course to Admins who have not taken it

   b. Members will review https://it.tamus.edu/guardian-i9/

   c. Carmen will send report of duplicates to Pamela

   d. Meeting Minutes will be posted on Workday Help Website

   e. Add to SWG: Form I-9 To Dos in Hire – move to Checklist

Next Meeting: Wednesday, August 2, 2023