

# I-9 Working Group Meeting Minutes

Wednesday, August 2, 2023  
9:00 – 10:00 a.m.

Teams Meeting  
Pamela Gentry; Julia Zimmerman

## 1. Welcome & Roll Call

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

## 2. Action Item Review

- a. Move I-9 Steps in Hire to Hire Checklist: add to SWG Agenda - DONE
- b. Member review of I-9 Website
- c. Carmen to send report of duplicates to Pamela - DONE
- d. Modify approval routing in Passports and Visa Change BP for new hires – Configured on 7/20/2023

## 3. Items

- a. Vote: Form I-9 Steps in Hire- Remove To Do and add to Hire Checklist
  - i. Staffing Working Group discussed. WDS creating mockup for updated checklist
  - ii. Will provided mockup for this group at next meeting
- b. Reminder: **Make sure Guardian users at your system member are performing proper checks before purging records**
- c. News: Register for Equifax Webinar on New I-9 Guidance!!!
  - i. August 9<sup>th</sup>, 12-1pm
  - ii. <https://event.on24.com/wcc/r/4299327/DCAAEC61F181111E7E3BFDE26CAD8B1C?partnerref=LTHR>
- d. News: New Form I-9 available August 1<sup>st</sup>
  - i. Supplemental documentation sent to group (with Agenda)
  - ii. Must be using new form by October 31<sup>st</sup>
  - iii. Equifax will post an additional blog on these topics and will be hosting a webinar soon
- e. News: Form I-9 Remote Flexibility
  - i. “Virtual I-9” Flexibility ends July 31, 2023
  - ii. As of August 1, 2023, employers with remote hires may no longer review identity and work authorization documents in a virtual fashion. Employers with remote hires may designate an authorized representative to meet in-person

- with the employee and complete Section 2 (or Section 3 for reverifications) on the employer's behalf.
  - iii. Employers will have 30 days past July 31 to conduct in-person inspections that are pending.
  - iv. Equifax Webinar and FAQ: [Questions and Answers on the End of the COVID-19 Virtual I-9 Flexibilities \(equifax.com\)](#)
  - f. Update: Guardian I-9 SFTP Server Outage
    - i. Termination integration should be running again on 7/27/2023
    - ii. Still working on integration to update Form-I-9 Other Id
  - g. Update: Duplicate record clean up in Guardian
    - i. Equifax provided a spreadsheet with potential duplicates for members to review
    - ii. Will share folder and email to group to review, then discuss at next meeting
  - h. Update: RFP project
    - i. Equifax recommendation approved at July HAC Meeting
    - ii. After extension is signed, work on the new contract will begin
  - i. Update: Equifax contract extension
    - i. With OGC
  - j. Update: Guardian I-9 Help Website
    - i. Link added at the top of the Staffing Hub
  - k. New: New UI – no date on when we will see UI. In communications with Custom Support Rep at Equifax. Will provide update when we know more
4. Questions/Comments
- a. TAMU: Thoughts on new form flexibility from other members
    - i. I don't think SO will make changes to current process of requiring in person, but we are much smaller agency
  - b. Will OGC do a review of new flexibility of Form I-9 form?
    - i. Will run by OGC when more info on the new form is available
  - c. TAMUSA: I just have a quick question. We have a department that wants to hire a foreign national that is located outside of the US. He is having Visa issues and will not arrive on time for classes. I informed the department I would ask to see if there is anyway we could hire until that issue is resolved. Has anyone ran across this issue?
    - i. TAMU: Form I-9 not required for EE out of US – but how would they get paid
    - ii. TTI - TTI Is currently not allowing for remote work (outside of the US) for our students
5. Action Items
- a. Inquire if OGC will provide recommendations on usage of new Form I-9

Next Meeting: Wednesday, September 6, 2023