

I-9 Working Group Meeting Minutes

Wednesday, September 6, 2023
 9:00 – 10:00 a.m.

Teams Meeting
 Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly (TAMUT)		Claudia Azua (Tarleton) via Haley De Los Santos		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 (PVAMU)	x
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	Shelli Haynes (WTAMU)	x

2. Action Item Review

- a. Contact OGC for recommendations on new Form I-9 usage - DONE

3. Items

- a. Follow up: ~~Form I-9 Steps in Hire - Remove To Do and add to Hire Checklist~~ Make I-9 To Do Optional
 - Only in Hire (for now). Will look at Add Job and Change Job in future
 - Vote after discussions with SWG
 - Comments:
 - For Ag, our HR contacts and i-9 processors are the same. Ag is not affected by stand-alone. either is fine for us. if checklist does go away, ag will want the stand-alone i-9 tasks
 - Same for TTI. If we move it to the hire checklist it would be preferred. If it's a stand-alone To-Do TTI doesn't oppose that either since the HR contacts are the I-9 processors. The checklist has been beneficial for our team.
 - I would say the same for TEEX. The hire checklist for us would be great for streamlining, but we are not affected by it being stand-alone if that is better for other members.
 - System Offices would be fine with either, leaving as-is or moving to hire checklist, HR Partner completes all processes at our agency
- b. Announcement: Date unknown for new Form I-9 in Guardian
 - Likely will be released in Guardian in October
- c. Update/Discuss: OGC Guidance on new I-9 Options
 - Members may choose to use the alternative procedures but are not required to. Members should only use the remote procedures if they can ensure that they are following federal guidelines closely.
 - Considerations: secure document sending, defining "in good standing", consistency across entire site, audit criteria is increased
 - System office won't be using new availability for remote I-9

- d. Discuss: Include location or occupation class to Weekly Termination report
 - Equifax integrations team has a hold on new features until migration to I-9 HQ. Our rep said he will submit our request to be included in I-9 HQ, if not already implemented.
 - Any fields other than location? No
 - e. Update: Guardian I-9 SFTP Server Outage
 - We are still working with Equifax on getting the encryption setup correctly. However, they are still using the previous setup we had with Guardian while we finish this. As such, the integration has been turned on and updates are being processed into Workday. Outages may come while they are working through it
 - Update: Duplicate record clean up in Guardian
 - Equifax sent duplicate spreadsheet over with instructions, will upload to shared folder
 - When merging, all I-9s are kept and associated to the profile
 - Merging/Purging:
 - Purge purgeable records first – between now and next meeting
 - Mix of Active & Terminated – verify if Termination Date on Active record
 - Both Active – Most Recent Record
 - Both Terminated - Most Recent Record
 - Cross Company - Most Recent Record
 - f. Update: Equifax contract extension
 - Extension Executed in August, will terminate 8/31/2024
 - Procurement waiting to execute the new contract until we get closer to the end of the extension
 - g. Update: New UI – no date on when we will see UI. In communications with Customer Support Rep at Equifax. Will provide update when we know more
4. Questions/Comments
- a. Is current use of remote agents still available? Yes
 - b. How does the Terminations work in the integration if a single Employee has multiple positions.
5. Action Items
- a. Carmen will share recommendations with the group – On remote processes, in about 4-6 weeks
 - b. Purge purgeable records first – between now and next meeting
 - c. Hire Compliance Checklist /Form I-9 To Dos – follow up after SWG Meeting

Next Meeting: Wednesday, October 4, 2023