I-9 Working Group
Meeting Minutes

Wednesday, February 7th , 2024
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	Christy White (TAMUC)	x
Alicia Michalak (TFS)	x	Dawn Santo (TAMUS) via Vera Hobma	x	Sofia Rangel (TEES)	x
Araceli Sandoval (TAMIU)	x	Elizabeth Jones (TDEM)		Tanesha Davis (PVAM)	x
Carmen Garcia (TAMU,G,HSC)	x	Jessica Chapa (TAMUK)	x	Marissa Perez (TAMUCT)	x
Christina Gomez (TAMUSA) via Gloria Galvan	x	Lesley Simental (TTI)	x	Maria Pedigo (TAMUCC)	x
Christin Spivey (AL, TVMDL)	x	Meg Kleppel (TEEX)	x	Shelli Haynes (WTAMU)	x

2. Items
   a. AWA Integration Issues
      i. Expiration Dates not integrating correctly to Other IDs, mainly with reverifications
      ii. Working with our Integrations team and Guardian to resolve
      iii. For now, use Workers With Other IDs to check Expiration Dates and Workers With No Other ID for missing dates.
   b. Update: Remote Processing Procedure HAC Vote
      i. Approved by HAC, current plan for feature availability is 3/1 for those who opt in
   c. AG: Removing occupation class defaults
      i. Any others having trouble with this?
      ii. TAMU/TTI – trying giving them Full Feature HR access?
   d. I-9 Everywhere
      i. Looked into this solution, does this fit for our needs/budget
      ii. Outsource completions
         1. Recommendation is for remote form I-9
      iii. Approx cost per I-9 is $63+ if contracted for a minimum of 2500 I-9s
         1. 2023 has a total of 2,435 remote Form I-9s across the system
         2. Also PayGo option at $74+ per Form I-9
      iv. Can opt-in by Member

3. Questions/Comments
   a. Permanent Residents have AWA Expiration date in WD
   b. Notification from Guardian to employees?
   c. Temporary report while integrations are acting funny?
   d. Add Hire date to Other IDs report?

4. Action Items
    a. Carmen will share recommendations with the group on remote processing of I-9s -
        Waiting on HAC approval & TAMU Onboarding updates

Next Meeting: March 6th, 2024