

# I-9 Working Group Meeting Minutes

Wednesday, March 6th , 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 Morgan Kindel	x	Christy White (TAMUC)	x
Alicia Michalak (TFS)	x	Dawn Santo (TAMUS)	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)		Marissa Perez (TAMUCT)	x
Christina Gomez (TAMUSA)		Lesley Simental (TTI)	x	Maria Pedigo (TAMUCC)	
Christin Spivey (AL, TVMDL)	x	Meg Kleppel (TEEX)	x	Shelli Haynes (WTAMU)	x

## 2. Announcements

- a. Document capture and Alternative Document Review Procedure – enabling March 8<sup>th</sup>
  - i. Documents will also not be purged automatically, just like I-9s

## 3. Items

- a. I-9 Anywhere Demo with Equifax
  - i. If you have any additional questions, send them in so I can pass along to Equifax
- b. Reminder: when purging, purge employee and I-9 forms
- c. I-9 Information report
  - i. Proposed fields: Employee Name, UIN, Most Recent Hire Date, Citizenship, Nationality, Current Visa Type, Sup org, Position, Primary Employee Type, AWA Issued Date, AWA Expiration Date, I-9 Issued Date, I-9 Custom ID
  - ii. Hubs for TAMU?
- d. TAMUS & TEES: New users getting locked out of accounts, anyone else?
  - i. Will look into why the “Employee May Not Login to System” box gets checked
- e. AWA Integration- continue to monitor reverifications manually
  - i. If you notice any missing info, send to Julia so Guardian support can investigate
- f. How are members keeping up with auditing HR users?
- g. How are members keeping up with compliance, particularly for I-9 timeliness?
- h. TAMU: Extend deadline to inquire into issuance of new SSN
- i. TAMU: Add more advanced notifications
  - i. Ex. Work Authorization expiration dates

## 4. Questions/Comments

- a. .

## 5. Action Items

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

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Next Meeting: April 3<sup>rd</sup>, 2024