I-9 Working Group Meeting Minutes

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Wednesday, April 3rd , 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)	x	Tanesha Davis (PVAM)	x
Carmen Garcia (TAMU,G,HSC)	x	Jessica Chapa (TAMUK)	x	Marissa Perez (TAMUCT)	x
Christina Gomez (TAMUSA)	x	Shevonne Dyer-Phillips (TTI)	x	Maria Pedigo (TAMUCC)	x
Christin Spivey (AL, TVMDL)	x	Meg Kleppel (TEEX)	x	Shelli Haynes (WTAMU)	x

2. Announcements
   a. Removing 2 Guardian Courses from TrainTraq:
      i. 2112153: Guardian Electronic I-9 System: How to Use the One Minute I-9 Module
      ii. 2112154: Guardian Electronic I-9 System: Overview of the Location Manager Interface
   b. Note: Users have 5 log-in attempts before being locked out

3. Items
   a. I-9 Anywhere Feedback?
      i. Cost, especially that multiple meetings for the same person will be charged as individual usage
   b. 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. Filter for blanks, keep prompts/filter from current report
   c. How are members keeping up with auditing HR users?
      i. Use reports in Guardian
      ii. Keeping up with changes as they go, if no log in within a year, remove access
      iii. Julia to talk with SSO team.
   d. How are members keeping up with compliance, particularly for I-9 timeliness?
      i. TAMU runs audits, create reports in Guardian, then addresses with I-9/HR staff
   e. TAMU: Extend deadline to inquire into issuance of new SSN
      i. Current 45 day deadline based on how long it takes to issue an SSN
      ii. Can't apply for SSN until in the country for 15 days
      iii. Proposed: 60 days

      iv.   Agreed, No concerns

      v.   Vote next month

   f.   TAMU: Add advanced notification

      i.   Work Authorization expiration date

4. Questions/Comments
   a. Julia to reach out to Equifax team about document capture on non-remote I-9s
   b. Advanced Notifications to employees?
   c. SSO report to help with user audits?
5. Action Items
   a. Carmen will share recommendations with the group on remote processing of I-9s - Waiting on TAMU Onboarding updates

Next Meeting: May 1st , 2024