

I-9 Working Group Agenda

Wednesday, May 1st, 2024
9:00 – 10:00 a.m.

Teams Meeting
Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

Name		Name		Name	
Johnny Watson-Mendoza (TAMUT)	x	Claudia Azua (Tarleton)	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	Tanisha Davis (PVAMU)	x
Carmen Garcia (TAMU,G,HSC)	x	Jessica Chapa (TAMUK)	x	Marissa Perez (TAMUCT) & Asia Terry	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. Voting Items

- a. Vote: Extend deadline to inquire into issuance of new SSN from 45 to 60 days
 - i. 15 Yes; 0 No

3. Items

- a. Move meeting to 9:30?
 - i. Will update meeting invite at end of week
- b. Update: I-9 Information report
 - i. With reporting team, available this Friday
- c. TAMU: Add advanced notification
 - i. Work Authorization expiration date
 - ii. Before or After Expiration? If before, how far before?
 1. Before, 90, 60, 30 days- 45 days
 - iii. To HR Group? Or Employee?
 1. Both if possible
 - iv. Proposed Text? What employee info needs to be included?
 1. Same verbiage as workday notifications
- d. TAMUS: Edit to Employee welcome email
 - i. On your first day of employment you will be required to present to your employer the original documents evidencing identity and employment authorization, **even if documents were uploaded during the workflow.**
 - ii. Good idea, agree
 - iii. Move forward with change
- e. HR User Reports/Auditing
 - i. No SSO report available
 - ii. Termination Details Report
 - iii. Business Process Events – Worker Staffing Details
- f. TAMU, Engineering, AgriLife (25401297): Schedule additional integration run time for Mondays for the Alien Work Authorization ID
 - i. Business Need: reduce the wait time for the waiver

- ii. Currently all of our new International Grad hires are charged for a semester of health insurance at the beginning of each semester. However if they are Grad Assistants and eligible for the employee plan, they can get on the waiver list to remove those fees before the deadline to pay them. (fees are \$1000 in the Fall and \$2000 in the Spring – so it's a significant amount)
 - iii. To be eligible for the waiver list, the Alien Work Authorization custom ID has to be loaded into Workday. Sometimes the hire event is not complete to the point needed by Thursday to make the integration for the ID. So it will be loaded on the following Thursday.
 - iv. The waiver list only runs once per week (our request to run it twice per week has been denied by System Benefits). If the Alien Wk. Auth. ID isn't there yet, they wait until the following Thursday. The next waiver list is Tuesday. So the employee will be waiting up to 10 or 12 days to get the fees removed and they may have to pay them because of the deadline from Student Services.
 - v. Whereas the major issue comes from the fact that not all I-9s are completed by the time integration runs on Thursday, would it be possible for the integration to be moved back to Friday or Monday? I know this likely has much more impact/timing than I can see, and I'm sure it's been mentioned already, but if we can only run once per week, maybe we can just move the day?
 - g. TAMU Recommendations on remote processing of I-9s
 - i. Remote workers only – nearest HRG is 30+ miles away
 - ii. Small group of employees able to complete the remote I-9
 - iii. So far, is going well, has been timelier, section 2 meeting is usually about 5 min
4. Questions/Comments
- a. Report to list what is in Ondocs
 - i. Screenshot added to chat
 - b. Why is the AWA ID required for the waiver
 - i. SBA requires it, it's how they identify who needs it
 - ii. SBA "We discussed this yesterday and I think we were going to see if the Visa can be added. It has to do with FERPA guidelines."
5. Action Items
- a. .

Next Meeting: June 5th , 2024