

I-9 Working Group Agenda

Wednesday, August 7th, 2024
9:30 – 10:30 a.m.

Teams Meeting
Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

| Name | | Name | | Name | |
|-------------------------------|---|------------------------------|---|--|---|
| Johnny Watson-Mendoza (TAMUT) | x | Morgan Kindel (Tarleton) | | Christy White (TAMUC) | |
| Alicia Michalak (TFS) | x | Vera Hobma (TAMUS) | x | Sofia Rangel (TEES) | x |
| Araceli Sandoval (TAMIU) | x | Elizabeth Jones (TDEM) | x | Tanesha Davis (PVAMU) | |
| Sarah Pedroza (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 | Megan Groff (WTAMU) | x |

2. Voting Items

a. .

3. Items

- a. New meeting invite to be sent out – okay with meeting frequency? Or change it?
 - i. Leave as is
- b. Announcement: Guardian PGP Encryption Key
 - i. No action needed by members
- c. Update: Integration Frequency increased to Mondays and Thursdays
- d. Update: Guardian sends advanced notification 45 days before I-9 expiration
- e. Reminder: Each member needs their own I-9
- f. Reminders: Purging
 - i. Not required
 - ii. Follow Federal Guidelines
 - iii. Communicate with other members
 - iv. Individual I-9 Purging?
 - v. Looking into auto-purging functionality in I-9 HQ
- g. Discuss: Incomplete I-9s – Deleting vs Parking
 - i. Equifax guidance on Parking: dependent on payroll, Use this option if employees cannot produce Section 2 documents within 3 days, and end up being terminated. This provides a record of the incomplete I-9 for future reference.

4. Questions/Comments

- a. Separate I-9 ID per company?
- b. Can an I-9 be unparked if it was parked in error?
- c. Notification to employees if missing SSN?
- d. Possible integration for SSN from Workday to Guardian?

5. Action Items

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a. .

Next Meeting: TBD- will send out new calendar invite