Form I-9 Audit, Overview, and Remote Agent Processes
Thank You!

- 1,595 Form I-9s completed from January 1 - May 1, 2020
- Average on-time margin is -2.7 days
- Range from -369 to 362
- 8.5% of Form I-9s completed late

We are doing very well, but as our audit revealed, we have room to improve
Audit Results

- 96% of our compliance issues are due to departments not completing and signing Form I-9 within the Federal Guidelines.
- Of all of the Form I-9s completed this year, 8.5% of them had at least one issue.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 is signed after the employee's hire date.</td>
<td>62%</td>
</tr>
<tr>
<td>Section 2 is signed more than 3 days after the employee's hire date.</td>
<td>34%</td>
</tr>
<tr>
<td>Other Issues</td>
<td>4%</td>
</tr>
</tbody>
</table>
Things To Know

• Upload List A documents prior to completing Form I-9
• Please respond timely to any emails from Adrienne, Michelle, and Carmen regarding Form I-9 issues such as:
  – TNC
  – Hire Date
  – Compliance Memos
• Ensure good quality documents are uploaded
• NEW: Secure Form to Upload Form I-9 List A Documents
Form I-9 Brief Overview

Background and Requirements
Background

- The Immigration Reform and Control Act (IRCA), forbids employers from knowingly hiring individuals who don’t have work authorization in the United States.

- It also prohibits discrimination because of national origin or citizenship status.
Form I-9 Overview

The Form I-9 has a specific timeline of events.

- **Before the Date of Hire**
  - Employee provides their identifying information and attests to their citizenship or immigration status

- **The Date of Hire**
  - **Section 2**
    - Employee → presents documentation verifying their identity and work authorization
    - Employer → physically examines the documents and verifies the documentation

- **Within Three Business Days of Hire**
Form I-9 Overview

Section 3

This section is completed for:

- rehires
- reverifications
- legal name changes
Using Guardian To Complete Form I-9
Options to Complete Form I-9 Using Guardian

• Guardian provides different options to complete Form I-9
  • Option 1 – In-Person Workflow
  • Option 2 – Employee completes Section 1 remotely and Section 2 is completed by a Guardian User.
  • Option 3 – Employee completes Section 1 remotely in the presence of an Authorized Agent via a link provided by Guardian
Option 1 – In-Person Workflow

• At Texas A&M University, the most common workflow is the **In-Person Workflow**
• You complete both Section 1 and Section 2 of the Form I-9 **in person** with the new hire.
• This option continues to be available to all departments
Option 2 – Employee completes Section 1 remotely and Section 2 is completed by a Guardian User.

• The department requests a remote Section 1 to be completed remotely by the employee to minimize face-to-face contact during the verification of documents for section 2.

• The department’s Form I-9 processor (Guardian User) will meet in person with the employee to verify employment verification of *original* documents, and complete Section 2 within three business days of the hire date.
Departments need to provide the following information:

- Employee Name and UIN
- Start Date
- Email
- Pay Sequence (Occupation Class)
What To Expect

Request Remote Section 1
UIN-I9@tamu.edu

HR Adds the employee to Guardian

Employee Receives an email with instructions. Employee completes section 1 on or before the hire date.

Guardian User meets with the employee to complete section 2 within 3 business days of the hire date

HR Approves the Form I-9 and E-verify

NOTE: If you request Option 2 (employee completes section 1 remotely; Guardian user verifies documents in person and completes Section 2), we cannot add an Authorized Agent to complete Section 2.
Option 3 – Employee completes Section 1 remotely in the presence of an Authorized Agent via a link provided by Guardian

• Department’s must provide:
  • Employee’s name, email, UIN, pay sequence, and start date
  • Authorized Agent’s name, email, and phone number.

• NOTES:
  • The authorized agent can be anyone (friend, relative, neighbor) and must have the ability to upload any required documents
  • DHS does not require the representatives to have any specific agreements with Texas A&M University or other documents.
What To Expect

1. Request Section 1 and Section 2 Remotely
   UIN-I9@tamu.edu

2. HR Adds the employee to Guardian

3. Authorized agent Receives an email with instructions

4. Employee and authorized agent coordinate a time to meet on or before the hire date - Employee Completes Section 1

5. Authorized agent physically examines documents and completes Section 2 within 3 business days of the hire date

6. HR Approves the Form I-9 and E-verify
Final Thoughts

• Request all Remote processes at least 48 hours in advance
• Enter the correct hire date in Workday. The hire date in Workday and Guardian should match.
• If the hire date changes, contact jobs@tamu.edu ASAP. If you wait too long, Workday may not allow changes (i.e. Payroll Processed).
• Communicate with the employee to let them know what to expect
• Sign up for Form I-9 and Guardian training
HROE CORE VALUES:
Integrity | Diversity & Inclusion | Excellence | Respect | Innovation | Engagement

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https://employees.tamu.edu/employment/i-9/