THE TWO-SECOND I-9
BE PIT STOP READY!

Human Resources & Organizational Effectiveness
October 27, 2020
First Let’s Take a Poll
1. Select the Correct Answer (Single Choice)

Answer 1: Section 1 must be completed by the employee on or before the hire date. Section 2 can be completed whenever

Answer 2: Section 1 and Section 2 must be completed on the date of hire

**Answer 3:** Section 1 must be completed by the employee on or before the hire date. Section 2 must be completed by the employer within three business days of the hire date.

Answer 4: It is optional to complete Section 1 or Section 2 of the Form I-9

Answer 5: None of the above
Review Our Answers

2. True or False. All State Agencies must use E-Verify to confirm employment eligibility. (Single Choice)
   
   Answer 1: True
   Answer 2: False

3. Where should you enter the UIN when completing the Form I-9? (Single Choice)
   
   Answer 1: This is a trick question. The UIN is not needed.
   
   Answer 2: The UIN should be entered in the Employee ID field.
   
   Answer 3: It depends
   
   Answer 4: I do not know
Our Goal – The Two Second I-9
Texas A&M University

Guardian

Training

Plan Ahead

Copy Documents

E-Verify

Complete

I-9 Processor

Employee

Share The Lists of Acceptable Documents

Hire Date

Approve

Federal Government

ICE

Three Business Days After Hire Date

Copy Documents
When Things Go Wrong

- Bad UIN
- Compliance Memo
- Integrations Fail
- Graduate Students Are Charged Expensive Fees
- Missing I-9s
- ICE
So, How Are We Doing?

Lets Review our Data

Summary of Completed I-9s
June 1 – October 22

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Completed I-9s</td>
<td>2,451</td>
<td></td>
</tr>
<tr>
<td>Total Issues</td>
<td>236</td>
<td></td>
</tr>
<tr>
<td>Missed I-9s</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Issues Rate</td>
<td>11%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Compliance Issues Documented in Guardian</th>
<th>Count</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry does not match Social Security # entered in section 1.</td>
<td>2</td>
<td>0.6%</td>
</tr>
<tr>
<td><strong>Section 1 is signed after the employee's hire date.</strong></td>
<td>181</td>
<td>58.4%</td>
</tr>
<tr>
<td><strong>Section 2 is signed more than 3 days after the employee's hire date.</strong></td>
<td>127</td>
<td>41.0%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>310</td>
<td>100.0%</td>
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</table>
We Can Do Better

Fines

$62,790.00 - $625,716.00
Be Pit Stop Ready!
Keeping Form I-9 Front and Center

• Train
• Stay Informed
  – Read!
• Spotting Issues – Check Yourself
  – If you do not know if a Form I-9 is needed – Red Flag
• Plan Ahead
  – Search Guardian and Workday
• Visit Our Website - https://employees.tamu.edu/employment/i-9/
# Upcoming Updates to Guardian

## Home Screen

### To Do List

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Location Name</th>
<th>Start Date</th>
<th>I-9</th>
<th>Status</th>
<th>Next Action</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moore, David</td>
<td>Los Angeles</td>
<td>08/18/2020</td>
<td>2651978</td>
<td>Section 1 Incomplete</td>
<td>Have Employee Complete Section 1</td>
<td>08/18/2020</td>
</tr>
<tr>
<td>McNeil, Mary</td>
<td>Portland</td>
<td>09/30/2020</td>
<td>2653863</td>
<td>Section 1 Incomplete</td>
<td>Have Employee Complete Section 1</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Brady, Sam</td>
<td>Phoenix</td>
<td>09/15/2020</td>
<td>2653494</td>
<td>Section 1 Completed</td>
<td>Please Complete Section 2</td>
<td>09/18/2020</td>
</tr>
<tr>
<td>Lopez, Deborah</td>
<td>Los Angeles</td>
<td>01/18/2020</td>
<td>2652162</td>
<td>Section 3 Not Approved</td>
<td>Please Review &amp; Approve</td>
<td>08/18/2020</td>
</tr>
<tr>
<td>Jones, Robert</td>
<td>Los Angeles</td>
<td>09/01/2020</td>
<td>2652183</td>
<td>1-9 Not Approved</td>
<td>Please Review &amp; Approve</td>
<td>09/04/2020</td>
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<tr>
<td>Brady, Marcia</td>
<td>Portland</td>
<td>09/01/2020</td>
<td>2652455</td>
<td>1-9 Not Approved</td>
<td>Please Review &amp; Approve</td>
<td>09/04/2020</td>
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<tr>
<td>Tucker, Marshall</td>
<td>Los Angeles</td>
<td>09/03/2020</td>
<td>2650551</td>
<td>Section 2 Completed</td>
<td>Please Review &amp; Mark Completed</td>
<td>09/06/2020</td>
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Updates Highlights

- Appearance and Navigation
- E-Verify Restrictions
  - Initial Submission
  - Resolving TNCs
Preparing for the Updates

• Updates will be effective on November 3rd
• Complete Training Assignments
• Expect Changes
  – Depending on settings, your accounts will be automatically updated to submit cases to E-Verify
  – Additional Training will be scheduled and assigned
• Read the LNN or the Special Announcements as critical information is being shared
1. Form I-9 should not be an afterthought. Plan ahead and be Pit Stop Ready!
   ✓ No Compliance Memo
   ✓ Good UIN
   ✓ Integrations Work

2. Complete the Assigned Training

3. Thanks for all you do. We Appreciate You!
Carmen Garcia
Talent Coordinator

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employees.tamu.edu

HROE CORE VALUES:
Respect | Excellence | Leadership | Loyalty | Integrity | Selfless Service | Diversity & Inclusion