

Onboarding Working Group

Meeting Minutes

Monday, May 6, 2020

1:00 – 2:00 pm

WebEx Meeting

1. Welcome & Roll Call

Name		Name		Name		Name	
Jana Smith	x	Wendoline Harrell	x	Michelle Newton		Glendis Villasmil	
Lori Barnes	x	Robin Elliot	x	Tina Pennington	x		
Vicki Welch	x	Janie Williams	x	Toni Nerren	x		
Keisha Lamb	x	Melanie Upton	x	Bianca Ramirez			

2. Action Item Review

(5 minutes)

- a. Discuss Dashboard testing in Sandbox (4/27/2020 to 5/1/2020)
- b. Mini task force will present/discuss dashboard verbiage:
 - a. Welcome Message
 - b. FAQ
 - c. Onboarding Reference Guide
 - d. Announcement

3. New Items

(45 minutes)

- a. Education and Training, for the Working in Workday for Employees TrainTraq course. **VOTE: 10-0 YES**
- b. Workday Help – Employee Common Tasks link. **VOTE: 10-0 YES**
- c. Set up step or not? **VOTE: 10-0 NO**

4. Questions/Comments

(5 minutes)

- a. Tarleton - Would there be a way that the Onboarding Dashboard could be programmed to stay up until it reaches 100%?

5. Next Steps

(5 minutes)

- c. Tinker with dashboard in Sandbox 5/11/2020 to 5/15/2020
- d. Entire Group - Review FAQ and Reference Guide by 5/13
- e. Onboarding Dashboard Webinar on 6/17

Next Meeting: Monday, May 20, 2020