

Onboarding Working Group

Meeting Minutes

Wednesday, December 9, 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	Marion Rodes (for 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)

- Onboarding Dashboard check-in
- Upcoming Change - Onboarding Status Summary Report
 - Onboarding Status and Onboarding Process fields will be updated.
Change is tentatively scheduled for 12/17/2020
- Previous Change in October - The TRS ISD Onboarding custom object question no longer triggers for Graduate Assistant worker types in the Edit Worker Additional Data Event or Hire business processes

3. New Items (45 minutes)

- VOTE** - CHG04834 - System Benefits Administration expressed concern that foreign nationals were not entering their Visa information into Workday during Onboarding. The employees are submitting the To Do step but not actually doing the task. The recommendation is to replace the To Do step with an Action step. The Edit Passport and Visa BP wasn't available as a sub process at implementation, which is why it was not originally set up this way. Discussing with Payroll Working Group in January. Will go to HAC for a vote in March if no concerns from the working groups.
- Merging of Onboarding Working Group and Staffing Working Group
 - Thank you, Thank you Thank you! The members of this Working Group have been amazing!
 - Merge effective January 2021
 - 1 representative per member
 - 12/9/2020 is last Onboarding Working Group meeting

4. Questions/Comments (5 minutes)

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- a. CHG04834 - A few members asked for a few more days to discuss with those they represent. Will send voting poll.
 - Tina – Could not attend. Voted yes via email prior to the meeting.
 - Keisha - We agree with it being an action item, we just want to make sure we're not messing anything up with entering beforehand
 - Lori - I need a couple of more days to discuss with my manager. I believe Tarleton enters the info for the students, as well.
 - Wendoline - TEEX needs some time do discuss with the entire team.
 - Toni - I would love the action step
 - b. Onboarding Dashboard
 - Wendoline - I want to share a positive feedback from a new hire this past virtual NEO. She loved the dashboard. She was a little confused that it said 73 % and no task in her inbox. I explained to her that the Benefits Specialist had to review the benefit question and then she could elect her benefits.
 - Lori - The benefits team is not conducting all of the orientation now, so I'm not sure what is being said during orientation on that part.
 - Toni - have not received any feedback
 - c. Merging of the Staffing and Onboarding Working Group
 - Onboarding is much more efficient because of this group.
 - Big accomplishments for the group – Onboarding 2.0, Onboarding Status Summary custom report, Onboarding Dashboard
 - What all does that (Staffing Working Group) include? All staffing business process, for example: Hire, Termination, Change Job, Add Job, End Job, Create Position, Onboarding, etc...
5. Next Steps
(5 minutes)
- a. Send voting poll for CHG04834
 - b. Review the Governance page on the Workday Help Site in January for updated Working Group information.

Next Meeting: TBD via Staffing Working Group