Staffing Working Group
Agenda

The Texas A&M University System
OFFICE OF INFORMATION TECHNOLOGY

Tuesday, May 30, 2023
2:30 – 3:30 pm

WebEx Meeting
Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly, TAMUT	x	Debbie Barak, TAMUCC		Robin Eilliot, TTI	x
Laura Krajca (for Amber Cervantez), TAMU, HSC,TAMUG	x	Erica Wallingford, TEES	x	Sydni Imhoff, TFS	x
Bianca Ramirez, TAMUK		Jan Aspelund, TAMIU		Tammi Thompson, TAMUC	x
Cassondra Casanova, TAMUCC	x	Jana Smith, PVAMU	x	Tia Aguon, TAMUCT	x
Christina Gomez, TAMUSA	x	Joy Bading, AL & TVMDL	x	Wendoline Harrell, TEEX	x
Claudia Azua, Tarleton	x	Melinda Ho, TDEM		Yolanda Ballard, TAMUK	
Dawn Santo, TAMUS	x	Pam Young, WTAMU		Warren Pitt (for Derek Gonzales), WTAMU	x

2. Action Item Review
   a. Update: ITWL – Proposed workflow sent with agenda for review
   b. Update: Flexible Work Arrangements Subtype Conditions
   c. Update: (PVAMU) To Do for Visa changes
      i. I9 working group felt it wasn't needed, there is already a To Do in place

3. New Items
   a. Vote: (TAMU & Faculty Affairs) ITWL
      i. 13 Yes, 0 No
   b. Vote: (TAMU) Faculty Termination (Secondary) Reasons
      i. Faculty Only, Required, Entered by Manager, available in reporting
      ii. Will be reviewed by OGC
      iii. Will be adding Manager Review step
      iv. 14 Yes, 0 No
   c. Vote: (WDS) Add Condition to HR Partner Review & Approval steps in Edit Position Restrictions BP to prevent duplicate reviews or approvals by the same person
      i. Skip Review if Initiator
      ii. Skip Approval if prior Approver
      iii. 14 Yes, 1 No
   d. Vote: (Tarleton) Opt-In/Out Acknowledgement in Onboarding for Required TrainTraq Courses
      i. 15 Yes, 0 No
   e. Follow-up: (TAMU) move Graduate Hall Director title to staff title, rather than GA title
      i. TAMU will discuss with Pay Plan Administration

   ii. Will revisit at next meeting

   iii. Update from Laura K: not going to be staff. Still looking at options

 f. Discuss: (WDS) Driver's License as Government ID – Additional functionality

   i. Required Expiration Date?

   ii. EIB to move all – 80-90 total

   iii. Add Prompt to Employee to Enter Driver's License?

   iv. Will discuss more at next meeting

   v. Comments: TTI "I like the idea of the expiration date and maybe a to-do task to the HR Contact on new hires, promotions, and EPR actions for specific job profiles."

 g. Discuss: (multiple members) In Termination, add secondary reasons for staff positions

   i. Task Force; Members to provide suggestions by June 16th to Julia

   ii. Member volunteer for Task Force: Robin Elliott

 h. Discuss: (WTAMU) In Termination, asks if employee gave proper notice

   i. No interest by group

   ii. Comments: "I'm wondering why we need this? I don't think we would use it.", "I don't see the benefit of this or think it is necessary. Who would enter the info?" "What's the purpose for this?", "What would be defined as proper notice? 2 weeks?", "I'm not sure that matters, they would still be eligible for rehire.", "There is no legal requirement to give notice. It just practice and proper etiquette to do so."

 i. Discuss: (TAMU) Validation on Longevity Job Classification

   i. If faculty has the tenure flag as Y, do not allow longevity to be turned on

   ii. Comment: "But why? Some with tenure could be in staff role and still be eligible for longevity. For example a VP"

   iii. Move to next month/Amber was not on the call

 j. Discuss: (WDS) End Flexible Work Arrangement, add To Do: Update Contact Information (AWL)

   i. After completion step

   ii. Comments: Beneficial for tracking purposes, helpful

   iii. Vote at next meeting

 k. Discuss: (TAMUS) Flexible Work Arrangement, Notification to EE if Denied

   i. Comments: Useful, Love it, yes please

   ii. Vote at next meeting

 l. Discuss: (WDS) Flexible Work Arrangement, Exclude Prior Approvers (steps i, j, K)

   i. Department Head, Executive Approver, Chief Executive Approver

   ii. Mostly Favorable - Comments: "TAMUCC agrees. We get those comments all the time with having to do multiple approvals of the same action.", "The policy says it must go to the VP", "If they have a delegate, would it still skip duplicate steps?" "I think the Chief Executive Approver should remain, regardless."

   iii. Vote at next meeting

m. Discuss: (AgriLife) Flexible Work Arrangement, Manage Attachment Permissions for HR Partner
  i. Allow HR Partner to add/remove attachments on a completed event
  ii. Comments: Good idea, helpful, reduces send back needs, "That would help if HIPAA info was attached."
  iii. Vote at next meeting
n. Discuss: (TEES) Change Job, add warning validation and/or notification to (prior) payroll partner if Effective Date is corrected
  i. This would apply to employee transfers that have been corrected
  ii. Thoughts/Concerns: Add notification to HR Partner as well
  iii. Comments: Both would be helpful
  iv. Will be discussed in the Payroll Working Group
  v. Vote at next meeting
o. Discuss: (TAMUS) Add manager approval to Contract Contingent Worker BP
  i. Requested from manager at system office
  ii. No interest at this time
p. Discuss: (TAMUS) Add Job, replace Primary Job Department Head Approval w/lower level approval
  i. in some cases the department head is so far removed they don't know the students, and usually it is a student who is working more than one job
  ii. Maybe keep for Staff and Faculty, then add additional approval to HR Partner
  iii. Thoughts/Concerns Suggest to keep – OT and other reasons
q. Discuss: (TAMU) Report Enhancement Request: Business Process Transactions of Type Awaiting Action
  i. Additional Fields
    1. Business Process Type
    2. Employee Name
    3. Employee ID
    4. Organization Code
    5. Department Name
    6. Manager
    7. Manager ID
    8. Organization Code
    9. Department Name
    10. Manager
    11. Manager ID
    12. Initiated Date
    13. Due Date
  ii. Members will review and give concerns prior to vote next month
  iii. Vote at next meeting
r. Discuss: (WDS) Add new Reason in Edit Position business process

      i. Edit Workspace doesn't really fall into any of the 3 current available reasons

      ii. Add additional catchall reason: Edit Position>?

      iii. Current Reasons:

         1. Edit Position>Change Title

         2. Edit Position>Change Work Period

         3. Edit Position>Correct Hire Event

      iv. Move to next meeting

   s. Announcement: 2023 Expiring Voluntary Self-Identification of Disability Form

      i. A new English version of the Self Identification of Disability form (Form CC-305) was approved on April 26, 2023. Workday's target release of the new version is July 7, 2023

4. New Items

5. Old Items (Pending/On Hold)
   a. Flexible Work Arrangements as Sub-BP in Hire and Add Additional Job
   b. Holistic review of Worker Type combinations for System Dual Employment (Add Job) to address needs for Validation in Add Additional Job
   c. Worker Documents and Purge
   d. One Approval (for all parts of a process) – Cross functional discussion needed
   e. Due Dates – Consolidated list of current Due Dates to review

Next Meeting: June 27, 2023