

Staffing Working Group Agenda

Tuesday, June 27, 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	x	Robin Elliot, TTI	x
Amber Cervantez, TAMU, HSC, TAMUG (Laura Dohnalik)	x	Erica Wallingford, TEES	x	Sydni Imhoff, TFS (via Kristen Suehs)	x
Bianca Ramirez, TAMUK		Jan Aspelund, TAMIU		Tammi Thompson, TAMUC	
Cassandra Casanova, TAMUCC	x	Jana Smith, PVAMU	x	Tia Aguon, TAMUCT	x
Christina Gomez, TAMUSA	x	Joy Bading, AL & TVMDL (via Jessica Lennerton)	x	Wendoline Harrell, TEEX	x
Claudia Azua, Tarleton	x	Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	x
Dawn Santo, TAMUS	x	Pam Young, WTAMU		Derek Gonzales, WTAMU	E

2. Action Item Review

- a. Update: Flexible Work Arrangements Subtype Conditions
- b. Update: Government ID - Drivers License EIB (expired DLs, DLs missing ID number)

3. New Items

- a. Vote: (WDS) End Flexible Work Arrangement, add To Do: Update Contact Information (AWL)
 - i. 14 yes, 0 No
- b. Vote: (TAMUS) Flexible Work Arrangement, Notification to EE if Denied
 - i. 14 yes, 0 No
- c. Vote: (WDS) Flexible Work Arrangement, Exclude Prior Approvers (steps i, j, K)
 - i. Department Head, Executive Approver, Chief Executive Approver
 - ii. 13 yes, 1 No
- d. Vote: (AgriLife) Flexible Work Arrangement, Manage Attachment Permissions for HR Partner
 - i. 15 yes, 0 No
- e. Vote: (TEES) Change Job, add warning validation and/or notification to (prior) payroll partner if Effective Date is corrected
 - i. 15 yes, 0 No
- f. Vote: (TAMU) Report Enhancement Request: Business Process Transactions of Type Awaiting Action
 - i. 15 yes, 0 No
- g. Vote: Member Routing to HR Partner or HR Contact for Hire Checklist in Hire BP (instead of Initiating Group)

- i. 15 yes, 0 No
- h. Follow-Up/Discuss: Change Job Transfer initial step to HR Partner/HR Contact
 - i. Workday delivered rule on the step: Transfers and if Initiating User is not the same as processing user. Is the additional traffic noticeable? Any comments or concerns?
 - ii. Comment: (TEES) Working better than was before. (PVAM) Issue with delegation – will discuss offline.
 - iii. No concerns from any other members
- i. Follow-Up: (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
 - iii. No member feedback
 - iv. OGC undecided on Faculty Secondary Term Reasons...
- j. 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. Comments: “But why? Some with tenure could be in staff role and still be eligible for longevity. For example a VP”
Should it be for all Faculty?
Academic employees are not eligible for longevity pay. System Reg. determines a nonacademic employee as “one whose full-time position, for any portion of the month, does NOT involve teaching academic courses.”
 - iii. Will discuss additional modifications to the validation next month
 - iv. No objections to validation for Tenure “Y” + Longevity – July HAC
- k. Discuss: (TAMU) View Open Positions Report – Add “Position” column with position number (only)
 - i. No objections – Straight to Change Request
- l. Discuss: (WDS) Complete State and Local Withholding task in Onboarding
 - i. If Qatar Worker, with Primary Address in Qatar and work address in Texas, will receive the task (because Qatar isn’t and excluded “state”)
 - ii. Modify condition to include “Country is US”
 - iii. No objections – Straight to Change Request
- m. Discuss: (WDS) Contract Contingent Worker Onboarding - Edit Passports and Visas & Edit Government IDs tasks: do we need these for Contingent Workers? Contingent Workers aren’t pulled into reports to track the information – so why are we collecting it?
 - i. Several group members don’t think these steps are needed
 - ii. Vote at next meeting
- n. Discuss: (WDS) Driver’s License as Government ID – Additional functionality
 - i. Required Expiration Date?
 - 1. Vote at next meeting
 - ii. Add Prompt to Employee to Enter Driver’s License?

1. Like idea; members will provide feedback
 2. Prompt/Alert to update expired license would also be useful
 - iii. Comments: Transportation Services: "I'll bring this up to Transportation Services. 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."
 - o. Discuss: (TTI) FTE on Position Restrictions - Transfers only seem to load information if they are being hired from a job requisition. Hours/FTE is missed sometimes because it doesn't update on direct transfers
 - i. Not a lot of interest right now
 - p. Discuss: (Engineering) Add Citizenship Status to Termination Details Report
 - i. WDS will double check roles with access to view Citizenship Status
 - q. Discuss: (AL-RSCH) New Employee Notification
 - i. The notification that goes out when the onboarding hasn't started after 3 days
 - ii. Employees taking action when they receive that notification and start entering their contact information or personal information BEFORE onboarding starts
 - iii. No concerns. Good idea
 - iv. Straight to Change Request
 - r. Discuss: (TEES) Opt-In/Out To Do in the Termination BP that prompts the Payroll or Tax Compliance Partner to update GLACIER
 - i. Discussed in Payroll Working Group
 - ii. No concerns
 - iii. July HAC
 - s. Announcement: Turnover Dashboard Changes
 - t. Announcement: HAC Item from I-9 Working Group - Add rule to Visa and Passport Change business process, for approvals, to only route if *not* submitted during Onboarding
4. New Items
5. Old Items (Pending/On Hold)
- a. Holistic review of Worker Type combinations for System Dual Employment (Add Job) to address needs for Validation in Add Additional Job
 - b. Worker Documents and Purge
 - c. One Approval (for all parts of a process) – Cross functional discussion needed
 - d. Due Dates – Consolidated list of current Due Dates to review
 - e. Add new Reason in Edit Position business process

Next Meeting: July 25, 2023