

Staffing Working Group Agenda

Tuesday, July 25, 2023
2:30 – 3:30 pm

WebEx Meeting
Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

Name		Name		Name	
Alexandra Kelly, TAMUT	x	Derek Gonzales, TAMUK		Robin Elliot, TTI	x
Amber Cervantez TAMU,HSC,TAMUG	x	Erica Wallingford, TEES	x	Kristen Suehs, TFS	x
Cassandra Casanova, TAMUCC	x	Jan Aspelund, TAMIU	x	Sharissa Berry, TAMUC	
Christina Gomez, TAMUSA	x	Jana Smith, PVAMU	x	Tia Aguon, TAMUCT	x
Claudia Azua, Tarleton		Joy Bading, AL & TVMDL	x	Wendoline Harrell, TEEX	x
Dawn Santo, TAMUS	x	Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	x
Debbie Barak, TAMUCC	x	Pam Young, WTAMU	x		

2. Action Item Review

3. New Items

- a. Vote: (WDS) Contract Contingent Worker Onboarding – Do not trigger Edit Passports and Visas & Edit Government IDs tasks
 - i. 16 Yes, 0 No
- b. Vote: (WDS) Driver’s License as Government ID – Validation to Require Expiration Date
 - i. 16 Yes, 0 No
- c. Announcement: A&M System IT Shared Services Conference, Journey to Success! – November 15-16, 2023
- d. Discussion Continued: Add Prompt to Employee to Enter Driver’s License?
 - i. Do not add with To Do to enter SSN
 - ii. System has no need for prompt
 - iii. If PD says the job requires license i.e. police officers, delivery/mail staff
 - iv. Vote at next meeting
- e. Discussion Continued: Prompt/Alert to update expired license
 - i. transportation currently tracks expiration date outside of workday
 - ii. to EE & maybe Manager
 - iii. Vote at next meeting
- f. Update/Discuss (Engineering): Add Citizenship Status to Termination Details Report
 - i. This has a change request in already
- g. Discuss (TAMU): New report for when FLSA threshold is met
 - i. If EE drops below, need to change from Salary to Hourly – need report for the reverse – when met but no changes were made – and EE is hourly but needs changed to be salary

- ii. Compensation group is also discussing
 - iii. Rule changed in 2020
 - iv. Would be helpful
 - v. Include HR Partner, HR Contact?, Comp Partner
- h. Discuss (TAMU): From I-9 Working Group (TAMU, G, HSC) – Move I-9 Steps in Hire to hire compliance checklist
 - i. Continue discussion
 - ii. Will mock-up checklist
- i. Discuss: Step routing to “Initiator” in Change Job BP – route by member option instead
 - i. Vote at next meeting
- j. Discuss: Step routing to “Initiator” in Add Job BP – route by member option instead
 - i. Vote at next meeting
- k. Discuss: Step routing to “Initiator” in End Add Job BP – route by member option instead
 - i. Vote at next meeting
- l. Discuss (HRO Meeting): Exit Survey – Currently triggers at the end of Termination. Can it be triggered sooner? Can the questions be tweaked?
 - i. Task force – reevaluate
 - ii. Jan and Erica volunteered
- m. Discuss (HRO Meeting): Termination Process – the task for the sick leave pool process is holding up the process to allow payroll to appropriately process (when not completed timely). Can the task be moved so that payroll is not impacted?
 - i. No concerns
 - ii. Will follow-up with Amy (Time/Absence lead)
- n. Discuss (HRO Meeting): NEFR – Add Warning to remind processor of 5 year policy in Termination BP
 - i. Vote at next meeting
- o. Discuss (WDS): Edit Other ID – Tenure Status – validate if Longevity Flag is Yes
 - i. Vote at next meeting
- p. Discuss (HAC): Validation for limited AWP for GAs – Include 8 month (Jan-Aug)
 - i. No objections
- q. Discuss (HAC): Validation for limited Additional Job Profiles for GA – Additional requests
 - i. Keisha: Engineering and TTI use the Engineering Grad Student Worker monthly and biweekly titles 9002 & 9024 and requested those to be added to this validation
 - ii. Warren: WTAMU student Pay Plan uses the following job profiles: U9021, U9022, U9017, U9018, U9008, U9010, U9019, U9005, U9006, and U9007
 - iii. Elizabeth: We use Graduate Assistant Extension at one of our Agencies but will opt out.
- r. Discuss (WDS): View Open Positions report, *Pre-Hires Considered for Position Count* – This is currently showing number of Pre-Hires that have ever been considered for the position, not just current pre-hire being considered. Is this what we want to see there?

- s. Discuss: Add To Do in Hire for rehire retro benefits date
 - i. According to benefits when an employee is rehired they need to set the BAR date back to the beginning to the plan year of 9/1. This is causing retro benefits deductions, to stop this from happening the no retro prior to date needs to be set to the rehire date if the employee is being rehired within the same fiscal year. Can we add a To Do in the rehire process to address this?

- 4. New Items
 - a. Edit Other ID – Education – do we need to add it?
 - b. Checklist Optional – on the board for a future discussion
 - c. Modify verbiage in Hire Checklist

- 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: August 29, 2023