

# Staffing Working Group Agenda

Tuesday, August 29, 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	x	Robin Elliot, TTI (Becky McNair)	x
Amber Cervantez TAMU,HSC,TAMUG	x	Erica Wallingford, TEES	x	Kristen Suehs, TFS (Alicia Michalak)	x
Cassandra Casanova, TAMUCC		Jan Aspelund, TAMIU		Sharissa Berry, TAMUC (w/Kahlei Declue)	x
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 (Vera Hobma)	x	Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	x
Debbie Barak, TAMUCC	x	Pam Young, WTAMU	x		

## 2. Workday Release

### a. Announcements:

- i. Users will be able to drag & drop attachments to Change Job events
- ii. Worker ID in Organizations lists

### b. Discuss:

- i. HR Partner Hub
- ii. New Staffing Fields
- iii. Change Job Defaulting
- iv. New Business Process: Personnel Action Request Business Process (US Federal Personnel Action Requests)
- v. US Federal: Self-Identification of Disability Task (SF-256)
- vi. Additional Military Service Fields in Personal Information & Discharge Type
- vii. Creditable Service
- viii. Maintain Marital Statuses
- ix. Configurable Non-Country Nationalities

## 3. New Items

- a. (moved to next month) Vote: Add Prompt to Employee to Enter Driver's License
- b. (moved to next month) Vote: Prompt/Alert to update expired license to Employee and Manager
- c. Vote: Step routing to "Initiator" in Change Job BP – route by member option instead
  - i. 15 Yes, 0 No
- d. Vote: Step routing to "Initiator" in Add Job BP – route by member option instead
  - i. 14 Yes, 0 No
- e. Vote: Step routing to "Initiator" in End Add Job BP – route by member option instead

- i. 14 Yes, 0 No
- f. Vote (HRO Meeting): NEFR – Add Warning to remind processor of 5 year policy in Termination BP
  - i. 15 Yes, 0 No
- g. Vote (WDS): Edit Other ID – Tenure Status – validate if Longevity Flag is Yes
  - i. 14 Yes, 0 No
- h. Announcements:
  - i. Next meeting date: recommending Sept. 19th
  - ii. (System HR) Vaccine Management removed from Workday 8/3/2023
  - iii. (Legislature) State Veterans Preference – Veteran to Military 8/31/2023
  - iv. (TAMU) Will update Routing for *To Do: Determine Time Off Payout* in Change Job to current Absence Partner in Change Job BP
  - v. (TEES) Move Workers BP – unable to add validation to prevent moves across companies
  - vi. (TAMU) Tenure Status Other ID - Additional fields being sent downstream
  - vii. (RELLIS) RELLIS Emergency Communications
    - 1. description (home department), issued date and expiration date
- i. Updates:
  - i. (TAMU): New report for when FLSA threshold is met
    - 1. Sri is working on this
  - ii. (HRO Meeting): Sick leave pool task is holding up Termination, payroll can't process their tasks timely. Off-cycle HAC vote
- j. Follow Up: Exit Survey Task Force
- k. Continue Discussion: Drivers License specifications
  - i. Recording state, expiration date, notification for expiration date, prompt to enter DL
  - ii. Vote at next meeting
- l. Continue Discussion (TAMU): From I-9 Working Group (TAMU, G, HSC) – Move I-9 Steps in Hire to Hire Compliance Checklist
  - i. See mockup checklist attached
  - ii. Leave as To Do
    - 1. make optional
  - iii. New: Add Education Verification to Background Check, Selective Service... To Do
  - iv. Vote after next meeting
- m. Discuss (TEES): Hire Compliance Checklist Optional
  - i. Vote after next meeting – to remove or keep
- n. Discuss (HAC): Validation for limited Additional Job Profiles for GA – Additional requests
  - i. Sending with follow up email
  - ii. Engineering and TTI use the Engineering Grad Student Worker monthly and biweekly titles 9002 & 9024 and requested those to be added to this validation

- iii. WTAMU student Pay Plan uses the following job profiles: U9021, U9022, U9017, U9018, U9008, U9010, U9019, U9005, U9006, and U9007
  - o. Discuss (TAMUS): Adding HR Partner to Alert 30 days before FWA Expiration
    - i. Vote at next meeting
  - p. 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?
    - i. Change to only current pre-hires?
    - ii. Vote at next meeting
  - q. Discuss (WDS Benefits): Add To Do in Hire for rehire retro benefits date
    - i. TDX 23319674 - when an employee is rehired, they need to set the BAR date back to the beginning of 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.
    - ii. Payroll and/or Benefits working groups will vote
    - iii. Vote at next meeting
  - r. Discuss: Change Job Transfer, receiving step – rename
  - s. Discuss: Add Other ID for Education
    - i. Education certifications, licenses, etc... is added in “Career” on the Worker Profile or using Edit Gov IDs. No Other ID needed.
  - t. Discuss: (PVAMU) HR Partner View Only- document access on worker profile
    - i. Vote at next
4. Action Items
- a. Send group recommendations for Faculty Survey
  - b. Send group recommendations for Drivers License in Onboarding
  - c. Survey for Workday Enhancements
  - d. Send group additional Job Profile requests
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: September 19, 2023