

Staffing Working Group Agenda

Tuesday, September 19th, 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 Eilliot, TTI (& Becky McNair)	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	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	x	Melinda Ho, TDEM		Yolanda Ballard, TAMUK	
Debbie Barak, TAMUCC	x	Pam Young, WTAMU	x		

2. Action Item Review

- a. Send group recommendations for Faculty Survey - Done
- b. Send group recommendations for Drivers License in Onboarding - Done
- c. Survey for Workday Enhancements - Done
- d. Send group additional Job Profile requests - Done

3. New Items

- a. Vote: Add HR Partner to Alert 30 days before FWA Expiration
 - i. 12 Yes, 1 No
 - ii. October HAC
- b. Vote: View Open Positions report: display number of pre-hires currently being considered
 - i. 12 Yes, 1 No
 - ii. Straight to Change
- c. Vote: Add To Do in Hire to, Benefit Partner, for rehire retro benefits date (set BARs date)
 - i. 11 Yes, 2 No
 - ii. October HAC
 - iii. Did this go through Payroll Working Group too?
- d. Announcements:
 - i. HR Partner View Only – document access on worker profile
 1. Change completed by security. No vote needed, HR Partner View Only already has this access, just not from Worker Profile.
- e. Updates:

- i. Request to add fields to Business Process Transactions of Type Awaiting Action report – requested changes to be addressed by HR Hub
- ii. Faculty Exit Survey – Dropping due to lack of interest and/or need
- iii. Driver's License specifications
 - 1. Based on precedence, requiring DLs has been the basis for discrimination issues. DLs have had to be removed from Job Profiles in the past.
 - 2. For now, we will not trigger from anywhere to prompt DL
- iv. Enhancement Survey Results
 - 1. Highest Votes: HR Hub, Auto Manage BP for Worker, Change Job Templates, Change Job Defaulting
 - 2. HR Hub will be put to a vote at the October HAC meeting
- v. Validation for Tenure Status in Other IDs BP
 - 1. On hold – need additional discussion on Longevity usage per policy
- f. Continue Discussion (TAMU, TEES): I-9 steps in Hire: Remove Hire Compliance Checklist, add education verification to existing To Do, make I-9 To Do optional (I-9 is in Other Onboarding To Do as well)
 - i. Vote Checklist: 14 Yes, 0 No
 - ii. Vote I-9: 13 Yes, 1 No
 - iii. October HAC
- g. Continue Discussion: Existing Exit Survey Improvements
 - i. <https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/exit-interview-questions.aspx>
 - ii. First 8 Questions
 - iii. Add to Resignation BP
- h. Discuss (TAMUCC): Extending 45 day Hire window to 60 days
 - i. New faculty has been discontent with 45-day window; they want more time to complete Onboarding.
 - ii. All worker types
 - iii. Vote sent after meeting. Reply by EOD 9/21.
- i. Discuss (WDS): Make Job Profiles public for succession planning
 - i. Succession Planning Working Group is interested in allowing employees to express interest in Job Profiles. If positions posted on the internal career site that match those Job Profiles, Workday will display that information for their reference.
 - ii. Can there be parameters? Like within your aligned position
 - iii. No major objections
- j. Discuss: Longevity Policy for Faculty and Staff
 - i. Waiting for feedback
- k. Discuss: Flexible Work Arrangement requests prior to start date
 - i. Task to Employee goes to unassigned box when they are a Pre-Employee

- ii. Vote at Next Meeting
 - iii. Options: Validate FWA for EE only or allow Pre-EE to receive steps
4. 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: October 31st , 2023