

Staffing Working Group Agenda

Tuesday, October 31st, 2023
2:30 – 3:30 pm

WebEx Meeting
Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

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

2. New Items

- a. Vote:
 - i. Flexible Work Arrangement Pre-hire access: Allow pre-hires to submit flexible work arrangements (in light of extending the pre-hire window to 60 days)
 - ii. Vote: 9-6, no huge concerns
- b. Announcements:
 - i. Updating Section 3 to “Supplement B (Formerly Section 3)” in various places in near future
 - ii. Will change “Guardian” verbiage to “Equifax” - date TBD
 - iii. Default value for the Eligible for Rehire field when termination reason is Involuntary > Death in termination BP
 1. No concerns
- c. Updates:
 - i. Extending 45 day Hire window to 60 days – vote passed, HAC approved, change with integrations team
 1. Implemented 10/26/2023
 - ii. Benefit Retro Date solution – to be handled by WDS
- d. Discuss: Move SWG time to 2pm-3pm
 - i. No concerns. We will update calendar invite
- e. Continue Discussion: Member Feedback on Existing Exit Survey Improvements
 - i. Making it optional
 - ii. Add to Resign BP
 - iii. Update questions

- iv. Members to look at SHRM questions in next two weeks and send feedback to Pamela and Julia
- f. Discuss: Longevity Policy for Faculty and Staff
 - i. More discussion needed outside of WDS and Working Groups
- g. Discuss: Mass Cancel Pending To Dos
 - i. WDS will provide recommendations on mass cancellations to discuss in a future meeting
- h. Discuss: (TEES) Delegation advanced routing to prevent workers from receiving their own events
 - i. For approvals specifically on promotions, comp, leave
 - ii. Pamela will get with other leads to discuss
- i. Discuss: (TEES) Add Job Family to Exit Survey Responses report
 - i. Could be useful, no concerns
 - ii. Check on Adloc
 - iii. Vote at next meeting
- j. Discuss: (TAMU) Add involuntary termination reason for contingent workers
 - i. Involuntary > Work Relationship Ended
 - ii. Current Involuntary reasons: Death, Reorganization
 - iii. Current Voluntary reasons: Project Complete, Unknown, Work Relationship Ended
 - iv. Vote at next meeting
- k. Discuss: (TAMUCC) Add involuntary termination reason
 - i. Involuntary > Retirement in lieu of termination
 - ii. Dawn will re-run by OGC – and see if the verbiage below would be better (as it aligns with current reasons)
 - 1. Terminate Employee > Voluntary > Retirement in Lieu of Involuntary Separation
 - iii. Vote at next meeting pending OGC approval
- l. Discuss: View Open Positions report, remove or rename pre-hires considered for position column
 - i. The column is actually showing how many incumbents there are... is that helpful? If not, we will remove the column.
 - ii. Rename, try to make it clickable
- m. Discuss: (TTI) Add Additional Job- route approval step to primary HR Partner instead of Primary Department Head
 - i. Opt-in
 - ii. Additional Jobs across members
 - iii. Vote at next meeting
- n. Discuss: (TEES) GAT job profile giving EEO alert
 - i. Bothering anyone else?
 - ii. WDS – will check if can filter out GATs specifically

- o. Discuss: Add validation to Create Position to limit what GA profiles can be used
 - i. Supports recent change to limit what GA profiles can be used in Hire/Change Job/Add Job
 - ii. Vote at next meeting
 - p. Discuss: (TAMUCC) Move W-2 task earlier in Onboarding BP
 - i. Move task closer to contact change tasks
 - ii. Move to next meeting
 - q. Discuss: Add To Do in Contact Information Change process (when initiated as standalone) to HR Partner when Primary Home Address changes are made
 - i. If EE is foreign national, to prompt HR to amend their visa to remain in compliance with USCIS
 - ii. Move to next meeting
3. Action Items
- a. Julia – Update calendar invite
 - b. Julia – Update Change for View Open Positions Report
 - c. Julia – Check on adding Adloc to Exit Survey Responses Report
 - d. Pamela – Get with other leads to discuss alternate delegation and advanced routing for Approvals on Promotions, Comp and Leave
 - e. Pamela – EEO Alert in Hire - will check if can filter out GATs specifically
 - f. Pamela – Mass Cancel Pending To Dos
 - g. Dawn – New Termination Reason. Will re-run by OGC: Terminate Employee > Voluntary > Retirement in Lieu of Involuntary Separation
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: November 28th, 2023