

Staffing Working Group Agenda

Tuesday, November 28th, 2023
2:00 – 3:00 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	x	Kristen Suehs, TFS	x
Cassondra Casanova, TAMUCC	x	Jan Aspelund, TAMIU	x	Sharissa Berry, TAMUC	x
Christina Gomez, TAMUSA	x	Jana Smith, PVAMU	x	Marissa Perez, TAMUCT	x
Dawn Santo, TAMUS	x	Joy Bading, AL & TVMDL	x	Wendoline Harrell, TEEX	x
Derek Gonzales, TAMUK	x	Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	x
		Pam Young, WTAMU	x		

2. Action Item Review

- a. Pamela – Update calendar invite - DONE
- b. Julia – Update Change for View Open Positions Report – DONE, went in Nov 16.
- c. Julia – Check on adding Adloc to Exit Survey Responses Report – DONE, sup org already on report, no other detail will be added
- d. Pamela – Get with other leads to discuss alternate delegation and advanced routing for Approvals on Promotions, Comp and Leave - DONE
- e. Pamela – EEO Alert in Hire - will check if can filter out GATs specifically - DONE, will vote
- f. Pamela – Mass Cancel Pending To Dos - still working with other areas on this
 - i. Will be mass canceled after 180 days:
 1. Update Position Restrictions Costing Allocation
 2. Inactivate Ongoing Payroll Input, Withholding Order, or Tax Treaty
 3. Enroll in Electronic W-2
 4. Assign Costing Allocation
 5. Update Position Restrictions Costing Allocation
 6. Electronic W-2 Enrollment
 7. Inactivate or Transfer Ongoing Withholding Orders
 8. Inactivate Ongoing Payroll Input, Withholding Order, or Tax Treaty
 9. Update the Electronic Communication Election
 10. Update Position Restrictions Costing Allocation
 11. Update Position Restriction Default Compensation
- g. Dawn – New Termination Reason. Will re-run by OGC: Terminate Employee > Voluntary > Retirement in Lieu of Involuntary Separation – DONE, approved by OGC

3. New Items

- a. Vote: New Contingent Worker Termination Reason: Involuntary > Work Relationship Ended
 - i. 17 Yes, 0 No
- b. Vote: New Termination Reason: Voluntary > Retirement in Lieu of Involuntary Separation
 - i. 17 Yes, 0 No
- c. Vote: (opt in/out) Add Additional Job- route approval step to primary HR Partner instead of Primary Department Head when adding job across members
 - i. 17 Yes, 0 No
- d. Vote: Validation in Create Position to limit GA Job Profiles
 - i. 17 Yes, 0 No
- e. Vote: From initiator to member selection- To Do: Offboarding Procedures in End Contingent Worker Contract BP
 - i. 17 Yes, 0 No
- f. Vote: EEO Alert, prevent alert from triggering for the primary GAT Job Profile only
 - i. 18 Yes, 0 No
- g. Announcements:
 - i. Moved December SWG to December 19th
- h. Continue Discussion: Member Feedback on Exit Survey Questions
 - i. Have your HRO email us if your member would like to opt-out
- i. Discuss: Mass Cancel Pending To Dos
 - i. 42 that are not cross-functional
 - ii. Will send all To Dos to group after meeting. Reply back by 12/8 with any concerns
- j. Discuss: (TAMUCC) Move W-2 task earlier in Onboarding BP
 - i. TAMUCC comments: Move task closer to the contact changes tasks, hopefully will increase likelihood of completion
 - ii. Check with your teams
- k. Discuss: Add To Do in Contact Information Change process (when initiated as standalone) to HR Partner or HR Contact 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. Member Opt-In to HR Partner or HR Contact or Opt-Out
 - iii. Vote at next meeting
- l. Discuss: Notification to HR Partner when Edit Position Restrictions is complete
 - i. Opt-In
 - ii. Vote at meeting
- m. Discuss: (WDS) How are you using the Find Workers Reports?
- n. Questions from Tarleton:

- i. For faculty; do you use a step plan? If so, how do you track the step within the rank of each faculty hire?
 - ii. Travel Expenses for Finalists
 - 1. What is your travel process for finalist on-campus interviews?
 - 2. Who is responsible for the cost? (hiring department or division?)
 - 3. Do you pay up-front or reimburse the cost?
 - 4. Is there a limit?
 - 5. What all is covered? (rental car, lodging, travel)
 - 6. Do you have written guidelines you can share?
 - iii. Student Hires:
 - 1. Do you use handshake?
 - 2. Is student hiring centralized to your HR office or decentralized, and each department is responsible for hiring and compliance items?
 - 3. If centralized to HR office – do you request an application? Or do hiring departments forward the candidate/applicant resume?
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
5. Action Items
- a. Representatives will review To Dos and reply back by 12/8 with any concerns

Next Meeting: December 19th, 2023