

Staffing Working Group Agenda

Tuesday, December 19th, 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		Kristen Suehs, TFS	x
Cassandra Casanova, TAMUCC	x	Jan Aspelund, TAMIU	x	Sharissa Berry, TAMUC	x
Christina Gomez, TAMUSA		Jana Smith, PVAMU		Marissa Perez, TAMUCT	x
Dawn Santo, TAMUS	x	Joy Bading, AL & TVMDL	x	Wendoline Harrell, TEEX	x
Debbie Barak, TAMUCC		Melinda Ho, TDEM		Yolanda Ballard, TAMUK	
Derek Gonzales, TAMUK		Pam Young, WTAMU	x		

2. Action Item Review

- a. Thank you for the feedback for Mass Cancel To Dos

3. New Items

- a. Vote: Opt-In Notification to HR Partner when Edit Position Restrictions is complete
 - i. 11 Yes, 0 No
- b. Vote: Opt-In, 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. TEES - FN's are totally responsible for submitting this information in SEVIS and to USCIS. If they fail to do so the burden is on them. looping our office into notifications of those changes because it could create liability problems later. the employee could just receive a "pop up" reminding them to submit their address change in SEVIS and to USCIS. Is this a possibility?
 - ii. Hold vote for further discussion
- c. Announcements:
 - i. (TAMU) Business Title field will be added to the following reports:
 1. Onboarding Status Summary
 2. Employees with Additional Jobs
 - ii. Error in Personal Information Change (... term date blank...)
- d. Reminder: Have HRO email us if opting out of Exit Survey
- e. Discuss: (TAMUC) Alert or To Do in Change Job when an F1 employee changes from part time to full time.
 - i. Scenario: An F1 Graduate Assistant had a Change Job to become a Full-Time employee. Their Visa was never updated from F1 to HB-1 so FICA was not being

withheld. The update Visa and Passport task did not trigger because they stayed in the same company and supervisory org.

- ii. Should HR receive an alert or should employee receive a To Do during Change Job so visa info can be updated?
 - iii. TAMU - Our Onboarding manager said that updating the Visa in Workday is *not as important* as the Work Authorization needed for the change from part time to full time
 - iv. Will discuss more at next meeting
 - v. Should catch with Glacier step or I-9 reverification
- f. Continue Discussion: (TAMUCC) Move W-2 task earlier in Onboarding BP
- i. For now, leave as is

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: January 30th, 2024