

# Staffing Working Group Agenda

Tuesday, January 30<sup>th</sup>, 2024 (happy new year!)  
2:00 – 3:00 pm

Teams 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
Cassandra Casanova, TAMUCC	x	Jan Aspelund, TAMIU		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		Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	x
		Pam Young, WTAMU	x		

## 2. Workday Release Items – Release scheduled for 3/9/24

- a. Automatic: Move Worker Enhancements
- b. Set up: Change Job Template Enhancements
- c. Set up: Hire Interface Changes/Enhancements - includes pre-hire and/or candidate information
- d. Set Up: Worker Messaging
- e. Set Up: Notice Periods
- f. Set Up: Ethnicity and Race Self-identification BP

## 3. New Items

- a. Vote: From initiator to member selection: Request Default Compensation and Change Organization Assignments in Create Position BP
  - i. Yes, proceed
- b. Vote: From Initiator to member selection: Propose Compensation Hire in Hire BP (removing Manager)
  - i. Yes, proceed
- c. Continue Discussion: 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. 1/30/2024 - Still discussing with internal teams
- d. Continue Discussion: (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
    - vi. 1/30/2024 - Still discussing with internal teams
  - e. Discuss: Remove Military Status from Personal Information Tab
    - i. No concerns
    - ii. Will add change request to remove
  - f. Discuss: Flexible Work Arrangements
    - i. How are things going?
    - ii. Things are going good. No concerns. PVAMU is going to start using them
  - g. Change Job Template
    - i. Be thinking of scenarios, example: Location Change
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: February 27<sup>th</sup>, 2024