

Staffing Working Group Agenda

Tuesday, February 27th, 2024
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 (& Claudia Azua)	x	Kristen Suehs, TFS	x
Cassondra Casanova, TAMUCC	x	Jan Aspelund, TAMIU		Sharissa Berry, TAMUC	x
Christina Gomez, TAMUSA (& Gloria Galvan)	x	Jana Smith, PVAMU	x	Marissa Perez, TAMUCT (Debbie Morrison & Asia Terry)	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. HR Hub
- b. Required Fields for Pre-Hires – Email address
- c. Hire BP Enhancement – Pre Hire and Recruiting info in Hire event
- d. Address Lookup

3. New Items

- a. Discuss (TAMUS): Add HR Partner approval when Transferring across companies
 - i. Interested
 - ii. Will review who the Offboarding Procedures go to and see if members want to change. Julia will send after meeting.
- b. Discuss (TAMU): Prevent Managers from initiating Direct Hires
 - i. Interested
 - ii. Vote at next meeting
 - iii. Will also need to replace initiating steps with opt-in for HR Partner or HR Contact
- c. Change Job Template Scenarios
 - i. Any ideas?
 - ii. TAMU- Job Profile changes for students
 - iii. TAMU-is there the option to change the job profile and/or business title change for an employee who has multiple positions
 - iv. Location changes
 - v. TAMU-Change job classification for overtime flag for non-exempt positions? We are running reports monthly and correcting the overtime flags

- d. 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
 - iii. 2/27/2024 Can use the report: Audit - Employees with Primary Work, Home or Location Address State Not Equal
 - e. 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
 - vii. 2/27/2024 - Potentially add warning at initiation of Change Job: Job if Employee has "x" visa and the Time Type proposed is Full Time
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: March 26th , 2024