

# Staffing Working Group Agenda

Tuesday, March 26<sup>th</sup>, 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, G, HSC   | x | Morgan Kindel, Tarleton<br>(Claudia Azua) | 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 (&<br>Asia Terry) | x |
| Dawn Santo, TAMUS (Vera Hobma) | x | Joy Bading, AL & TVMDL                    | - | Wendoline Harrell, TEEX                 | x |
| Derek Gonzales, TAMUK          |   | Melinda Ho, TDEM                          | x | Yolanda Ballard, TAMUK                  | x |
|                                |   | Pam Young, WTAMU                          | x |   |   |

## 2. Voting Items

- a. Vote: Prevent Managers from initiating Direct Hires
  - i. 16-0 Yes
- b. Vote: Warning when Foreign National changes address outside of Onboarding (warning will remind them to update address with USCIS)
  - i. 16-0 Yes
- c. Announcement: Hire BP – Routing based on initiator to be replaced with member selection for Propose Compensation Hire, Request One Time Payment, and Change Organization Assignments
- d. Announcement: Edit Position Restrictions BP: Routing based on initiator to be replaced with member selection for Request Default Compensation and Change Organization Assignments

## 3. New Items

- a. HR Partner Hub Feedback
  - i. Launch as is – then update as we use it more
  - ii. Implement by end of May
  - iii. UAT Round 2 tentative for week of 4/8
  - iv. Vote on 4/30
- b. Continue Discussion: (TAMUC) Alert or To Do in Change Job when an F1 employee changes from part time to full time.
  - i. Should catch with Glacier step or I-9 reverification
  - ii. 1/30/2024 - Still discussing with internal teams
  - iii. 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

- iv. 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.
  - c. Continue Discussion (TAMUS): Add HR Partner approval when Transferring across companies
    - i. Vote at next meeting
  - d. Discuss (TAMU): Add To Do: Update Faculty Tenure Status to Change Job BP when going from Staff to Faculty
    - i. Who gets the To Do
    - ii. Placement in BP
    - iii. Note: Only Faculty Partner and HR Partner can update Faculty Tenure Status ID
    - iv. Vote at next meeting
  - e. Discuss (TAMU): Switch Primary Job – if both jobs are Student Worker, skip HR Partner review
    - i. Potentially optional
    - ii. Only IF – both jobs are at the same company
    - iii. Vote at next meeting
  - f. Discuss (AG): Termination Reasons Reference Guide
    - i. Yes
    - ii. Helpers: Jan – will get with coordinators to see if they have something written up
    - iii. WDS team will start a draft of reasons
    - iv. All members will send any verbiage they have written up on the termination reasons
  - g. Change Job Templates
    - i. Will put together potential templates with their current workflow to determine what steps still need to trigger with the template
- 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: April 30<sup>th</sup> , 2024