

Staffing Working Group Agenda

Tuesday, April 30th, 2024
2:00 – 3:00 pm

Teams Meeting
Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

Name		Name		Name	
Amber Cervantez TAMU, G, HSC (& Noah Nettles)	x	Jan Aspelund, TAMIU	x	Morgan Kindel, Tarleton (Claudia Azua)	x
Cassandra Casanova, TAMUCC	x	Jana Smith, PVAMU	x	Pam Young, WTAMU	
Christina Gomez, TAMUSA		Johnny Watson-Mendoza, TAMUT	x	Robin Elliott, TTI	x
Dawn Santo, TAMUS	x	Joy Bading, AL & TVMDL (& Carly Steinle)	x	Sharissa Berry, TAMUC	
Derek Gonzales, TAMUK		Kristen Suehs, TFS	x	Warren Pitt, WTAMU	
Erica Wallingford, TEES	x	Marissa Perez, TAMUCT (& Asia Terry)	x	Wendoline Harrell, TEEX	x
		Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	x

2. Voting Items

- a. Vote: Implement HR Partner Hub
 - i. 14 Yes, 0 No
- b. Vote: Add HR Partner approval when Transferring across companies
 - i. 10 Yes, 4 No
- c. Vote: Switch Primary Job – if both jobs are Student Worker and at the same company, skip HR Partner review
 - i. 14 Yes, 1 No
- d. Vote: New To Do: Update Faculty Tenure Status in Change Job when going from Staff to Faculty
 - i. To Faculty Partner
 - ii. 14 Yes, 0 No

3. New Items

- a. Announcement: New Report – Position and Position Restriction Details
- 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. 2/27/2024 - Potentially add warning at initiation of Change Job: if Employee has “x” visa and the Time Type proposed is Full Time
 - iii. 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.
 - iv. Will revisit in the future; not enough need at the moment
- c. Discuss: (AG & TTI) Add Location and employee type to Hire, Transfer, Promotions within 6 Months report
 - i. Members will review
 - ii. Any other fields? Objections to suggested fields

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- d. Discuss: (Tarleton) Add days vacant to View Open Positions report
 - i. Members will review
 - ii. Any other fields? Objections to suggested fields
 - iii. Comments: would be helpful, yes
- e. Discuss: (TAMU) Move Assign Costing Allocations in Create Position BP
 - i. Can it be opt-in?
 - ii. Leave where is and add higher up
 - iii. Payroll working group will also discuss and vote

Moved to next month:

- f. Discuss: Faculty Additional Jobs with no compensation
- g. Discuss: (WTAMU) Alert for end employment dates to HR Partner
- h. Discuss: (WDS) New Feature - Address Lookup
- i. Discuss: (WDS) New Feature – Hire BP Enhancement
- j. Continue Discussion: (WDS) Change Job Templates – Survey, Interface
- k. Manager Initiation in Add Job and Change Job
- l. Discuss: (Tarleton) AWP Question
 - i. What processes do you use for 10.5 month staff when the AWP in workday does not align with their actual work period? Example August 1 to June 15th for LPCs who partner with local ISDs. Do you process as two jobs with one 9-month and the second for a 1.5 month?
- m. Reminder: Termination Reasons Reference Guide

4. Old Items (Pending/On Hold)

- a. Change Job Templates
- 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

Next Meeting: May 28th, 2024