

Staffing Working Group

Tuesday, May 28th, 2024
 2:00 – 3:00 pm

Teams Meeting
 Pamela Gentry; Julia Zimmerman

1. Welcome & Roll Call

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

2. Voting Items

- a. (AG & TTI) Add Location and employee type to Hire, Transfer, Promotions within 6 Months report, with Sup Org and Worker Type prompts
 - i. Vote: 14 Yes, 0 No
- b. (Tarleton) Add days vacant to View Open Positions report
 - i. Vote: 14 Yes, 0 No

3. Announcements and Reminders:

- a. Termination Reasons Reference Guide
- b. Change Job Templates – Survey, Interface
- c. Export Controls
 - i. System Export Control team will be reaching out to all members soon to re-review their current Export Control selections and their additional options
- d. FLSA
 - i. Member EIBs and/or
 - ii. EIB templates should be sent to support@tamus.edu, no later than 6/14/2024
 - 1. Request Compensation Change EIB - for salary increase
 - 2. Change Job EIB and Edit Position Restrictions EIB - changes from Exempt to Non-Exempt

4. Changes Completed

- a. Prevent Manager from submitting Hire
- b. Updated delegations alert conditions
- c. Warning for Foreign Nationals in Contact Change BP
- d. HR Partner Hub, with video
- e. Updated step routing: Edit Position Restrictions, Hire, Create Position

5. Upcoming Projects/Changes

- a. Validation in Move Worker to prohibit moving across company
- b. Validation to prohibit Report No Show when invalid UIN
 - i. These should be rescinded
 - ii. Seeing a lot of people using No Show to rescind duplicate worker records, which doesn't get rid of the events, it just orphans them and creates a mess of bad pre-hire records and invalid hire events sitting in the system
- c. Validation if Hire Date is 1 day after Termination Date (+weekend)

- i. To prevent issues regarding benefit eligible date
6. Cross Functional (Staffing does NOT vote):
- a. Benefits: ACA Eligible at Hire To Do in Onboarding, June 6th
 - i. Will replace email notification in Hire
 - b. Benefits: Remove Hire Reason "Hire - Benefits Date of Hire", July HAC
 - i. Selected erroneously, causing downstream impacts
 - c. Payroll: (TAMU) Assign Costing Allocations in Create Position BP
 - i. Move Assign Costing up, with Propose Comp in Staffing events
 - d. Compensation: (TAMU) Faculty Additional Jobs with no compensation, July HAC
 - i. Change is to allow users to remove compensation using Request Compensation Change business process for Faculty Additional jobs
 - ii. We can add validations to only allow removing compensation if the primary job's FTE is $\geq 75\%$ or work period is greater than 9 months etc.
 - iii. Benefits All Job rule looks at all jobs for eligibility, even if not in a current AWP
 - iv. When users add a job or use change job, they will still need to enter compensation. It cannot be 0 for new additional jobs or when using change job (data changes etc.)
 - v. Currently some members use end date on salary plan which means they end up with no compensation for the following year, which this change facilitates them to do. There are several additional jobs in the system already with no compensation. Also some users are entering \$0.01 as salary and keeping the jobs
 - e. Compensation: (TEES) ½ Month Annual Work Periods, July HAC
 - i. For Graduate Assistants, new work periods will use a full month instead of half month for calculating prorated salary
 - ii. Graduates - 9 Month starting August 16 (August 16 - May 15) (for primary positions and additional jobs)
 - iii. Graduates - 3 Month starting May 16 (May 16 - August 15) (only for additional jobs)
7. New Items
- a. (WTAMU) Alert for end employment dates to HR Partner or HR Contact
 - i. Make Opt-in/out
 - ii. Vote at next meeting
 - b. (TAMU) Autocomplete Assign Organization
 - i. Any situations where defaulted org assignments would be incorrect?
 - ii. Test send back and/or update during review - with 02,28
 - iii. Defaulting: Populates from the job requisition if available; then from the hiring restrictions if available; otherwise from the supervisory organization.
 - iv. Vote at next meeting
 - c. (TEES) Member Option, Assign Organization step in Add Job BP
 - i. Currently goes to HR Partner, want to go to HR Contact
 - ii. Vote, if we do not auto complete
 - d. (WDS) Inactivate Fax and Pager Number Usage Types
 - i. Employees Active and Terminated with these Usage Types:
 - 1. Pager: 32
 - 2. Fax: 128
 - ii. No concerns. Ok to remove
 - iii. Vote at next meeting
 - e. (WDS & TTI) Manager Initiation in Add Job and Change Job
 - i. Removed Manager from initiation for direct Hires, do we want to do the same for Add Job and Change Job?

1. Yes, please
 2. Vote at next meeting
- f. (WDS) New Feature – Address Lookup
- i. Provides real-time address suggestions when you enter any part of an address, enabling you to select from suggested addresses and populate address fields, which reduces typing time and increases address accuracy.
 1. Only concern: Punctuation? TRS Reporting, Monthly ED Report
 - a. Looks like the feature spells out the words, no abbreviation with punctuation that I can see
 2. Vote at next meeting
- g. (WDS) New Feature – Hire BP & Change Job Enhancement
- i. Worker and Recruitment Information displayed to the right of initiation details
 - ii. Vote at next meeting

Move to next meeting:

- h. (TAMUSO) Ending Flexible Work Arrangements
 - i. When arrangements aren't ended prior transfers to a new company, the arrangement can't be ended with a date prior to their new position effective date, which causes the report to be inaccurate.
 - ii. Do we need a task in Change Job to end these? And to who will the task trigger?
 - i. (TTI) Other IDs in Add Additional Job
 - i. Should some Other IDs allow multiple entries to accommodate for additional jobs?
8. Member Help!
- a. (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?
 - b. (TAMU) End Dates Question
 - i. Are any other members having issues with Actual End Dates being used incorrectly on Primary Positions? For example, a biweekly paid employee is given a Temporary Salary Increase (this increase is added to base pay) and the HR Contact enters an Actual End Date on this. Or, during an Add Additional Job and/or Transfer, an Actual End Date is added (incorrectly) to base pay.
9. 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: June 25th, 2024