Staffing Working Group

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Tuesday, June 25th, 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	x	Claudia Azua, Tarleton	x
Cassondra Casanova, TAMUCC	x	Jana Smith, PVAMU	x	Pam Young, WTAMU	
Christina Gomez, TAMUSA	x	Johnny Watson-Mendoza, TAMUT		Robin Elliott, TTI	x
Dawn Santo, TAMUS	x	Joy Bading, AL & TVMDL	x	Sharissa Berry, TAMUC	x
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		Yolanda Ballard, TAMUK	x

2. Voting Items
   a. (WTAMU) Opt in/out Alert for end employment dates to HR Partner or HR Contact
      i. Vote: 15 Yes, 0 No
   b. Inactivate Fax and Pager Number Usage Types
      i. Vote: 15 Yes, 0 No
   c. Remove Manager Initiation in Add Job, Change Job, Report No Show, and Correct Worker Start Date
      i. Vote: 15 Yes, 0 No
   d. New Feature – Address Lookup
      i. Vote: 15 Yes, 0 No
   e. New Feature – Hire and Change Job Enhancement (Candidate + Employee information cards)
      i. Vote: 15Yes, 0 No
   f. (TAMU) Autocomplete Assign Organization
      i. Vote: 15 Yes, 0 No

3. Announcements and Reminders:
   a. Hire – U.S Person Questionnaire moving from initiator conditions to member selection (HR Partner or HR Contact), will be voted on at July HAC meeting
   b. Report – Business Process Events – Worker Staffing Details
      i. Compensation Working Group/(TAMU) requesting additional fields and prompts
         1. Currently in Sandbox
         2. Columns for Company - Current or Company - Proposed; filters/prompts will be updated to utilize these two fields as report parameters.
   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

4. Changes Completed
   a. Validation to prohibit Report No Show on invalid UIN
   b. Additional Executive Approvers
   c. Update Onboarding Not Started Alert
   d. ACA To Do in Onboarding

  e. Updated step routing/Conditions: Legal Name Change, Personal Information Change, Onboarding

5. Upcoming Projects/Changes
   a. Validation in Move Worker to prohibit moving across company
   b. 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: Remove Hire Reason "Hire - Benefits Date of Hire"
      i. July HAC
   b. Compensation: (TAMU) Faculty Additional Jobs with no compensation
      i. Scheduled for 6/27
   c. Compensation: (TEES) ½ Month Annual Work Periods
      i. On hold

7. New Items
   a. (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? Or, add text to Offboarding Procedures, Or – Opt in/out: alert to HR Partner or Contact, Or – speak with Ops team to do on behalf of member, Or – Warning before completion to "current" supporting roles
         1. Add Warning – vote next meeting
   b. (TTI) Other IDs in Add Additional Job
      i. Should some Other IDs allow multiple entries to accommodate for additional jobs?
         1. Check on Mail Stop, Background Check, I-9
         2. There are several listed. How do we know which would be correct for us to pick? There is more than one Texas A&M Engineering and TEES listed as options.
   c. (TAMUSO) New Transfer reason for org changes (turnover)
      i. How often reorganization changes cross company?
      ii. Continue discussion next meeting

8. Move to Next Meeting
   a. (Tarleton) Reporting for Flexible Work Arrangements that are In Process, Ended, or Denied
   b. (AG) Add Benefit Eligible field to New Employee Event Status Summary report
   c. Revisit: Opt in/out adding Exit Survey to Submit Resignation BP
   d. (TAMUSO) Revisit/Discuss: Multiple Exit Surveys
   e. (TEES) 25743913 - Add prompts: Company and date range, and columns: employee name, and UIN to Inbound/Outbound History report

9. Action Items
   a. Other ID – research duplication of Companies in the Dropdown
   b. Other ID - Check to see if multiple IDs can be added for: Mail Stop, Background Check, I-9
   c. End Flexible Work Arrangements – explore where to add warning (prior to completion)

10. Member Help!
    a.

11. 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: July 30th, 2024