

Staffing Working Group

Tuesday, July 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	x	Jan Aspelund, TAMIU		Claudia Azua, Tarleton (Ivora Garza)	x
Betsy Hucker, TAMUCC	x	Jana Smith, PVAMU	x	Pam Young, WTAMU	x
Christina Gomez, TAMUSA	x	Johnny Watson-Mendoza, TAMUT	x	Robin Elliott, TTI	x
Dawn Santo, TAMUS	x	Joy Bading, AL & TVMDL	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	x	Yolanda Ballard, TAMUK	x

2. Voting Items

- a. Add Warning validation in Change Job if worker has FWA that should be ended. Warning will be added to:
 - i. Initiation step (for Transfers initiated by current company)
 - ii. Manager Review step (for when Request Transfer is used)
 - iii. Will also add verbiage to Offboarding Procedures To Do (To Do is before completion of BP)
 - iv. Vote: 14 yes, 0 No

3. Announcements and Reminders:

- a. Hire + Change Job Detail Cards – See screenshot below, any objections?
 - i. Planned for release on 8/8/2024
 - ii. No objections
- b. Workday Help Training Resources!! We have great online courses that walk through the Hire and Onboarding process.
 - i. [Online Courses \(tamus.edu\)](https://tamus.edu)

4. Changes Completed

- a. Removed Hire Reason “New Hire – Benefits at Hire”
- b. Updated step routing/Conditions: Termination
- c. View Open Positions– added Days Vacant
- d. New Hire/Promotion/Transfer Within 6 Months – added employee type and location
- e. New Employee Event Status Summary – added benefit eligibility field
- f. HAC Items
 - i. Current HR Approval when Transferring
 - ii. Faculty Tenure Status To Do in Change Job
 - iii. Advanced Notifications added to Guardian for Expiring I-9s

5. Upcoming Projects/Changes

- a. Auto Complete Assign Organization step, 8/1/2024
- b. Remove Manager from Initiating Add Job, Change Job, Correct Start Date, Report No Show, 8/1/2024
- c. Address Look Up, 8/1/2024
- d. Validation in Move Worker to prohibit moving across company
 - i. Testing in progress
- e. Validation if Hire Date is 1 day after Termination Date (+weekend)

- i. To prevent issues regarding benefit eligible date
- ii. (TDEM) Can we exclude temp casual and student workers
 - 1. Currently their process is to terminate student workers, when they are then coming back as full-time staff
- iii. (TTI & TAMU & SO) Want to keep student
 - 1. Check what TRS impacts are
- iv. Testing in progress

6. Cross Functional (Staffing does NOT vote):

- a. .

7. Completed Action Items:

- a. Other ID – research duplication of Companies in the Dropdown – DONE: No duplicates in the Company section. Only duplicates when searching because it is pulling it all organization types (cost centers, sup orgs, etc)
- b. Other ID - Check to see if multiple IDs can be added for: Mail Stop, Background Check, I-9 – DONE, all allow duplicates
- c. End Flexible Work Arrangements – explore where to add warning (prior to completion)

8. New Items

- a. (TTI) Other IDs in Add Additional Job
 - i. Should some Other IDs allow multiple entries to accommodate for additional jobs?
 - ii. Historically, we've said most recent, no duplicates
- b. (TAMUSO) New Transfer reason for org changes (turnover)
 - i. How often do reorganization changes cross company occur?
 - ii. BOR has been focusing on turnover; wants to exclude these types of moves from turnover
 - iii. Can Change Job Transfer Reason be only selected by HR Partner? YES w/validation
 - iv. Vote at next meeting
- c. (Tarleton) Reporting for Flexible Work Arrangements that are In Process, Ended, or Denied
 - i. Ended – add a prompt on existing
 - ii. Other members think it would be useful
 - iii. Vote at next meeting
- d. (WDS) New Edit Position Restrictions reason
 - i. Assist with editing minor changes to description or qualifications
 - ii. No objections. Would be helpful
 - iii. Vote at next meeting
- e. Edit Position, Position Restrictions, Req Ref Guide
 - i. Yes!
 - ii. Vote at next meeting
- f. (TEES) 25743913 - Add prompts: Company and date range, and columns: employee name, and UIN to Inbound/Outbound History report
 - i. No objections
 - ii. Vote at next meeting

Move to next meeting:

- g. (WDS) HR Partner Hub – feedback? Good? Bad? Enhancements?
 - i. Members asked to send feedback via email and be ready to discuss next meeting.
 - ii. If enhancements are wanted, we need to discuss and vote by September meeting for Oct HAC
- h. Revisit: Opt in/out adding Exit Survey to Submit Resignation BP

- i. Discuss more at next meeting
 - i. (WDS) Exit Interview Functionality
 - i. Discuss more next meeting, some interest
 - ii. Not configurable. Out of box solution
 - iii. Screenshot below
 - j. (TAMUSO) Revisit/Discuss: Multiple Exit Surveys
 - k. (WDS) Manager Approval in Hire – is it needed?
 - l. (TAMUSO) Make “To Do: Employee Onboarding Process is Complete” member opt in
 - m. (TAMUSO) End Flexible Work Arrangement – is Manager approval needed if initiated by HR Partner?
- 9. Member Help!
 - a. (TAMU) Any other members having issues with Actual End Dates being used incorrectly on Primary Positions?
TAMU is having this issue with Request Comp Changes and Change Job actions.
 - i. 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 a Add Additional Job and/or Transfer, an Actual End Date is added (incorrectly) to base pay.
 - b. (TAMU) Any members are experiencing and/or are purposely dropping compensation to \$0 in primary positions (mainly Faculty)?
- 10. New Action Items
 - a. WDS – Validation in Hire for no break in service – impacts for non-benefit eligible EEs and/or Non-Eligible to Eligible
 - b. WDS – New Transfer Reason
 - i. Impacts in BP, down steam etc.
 - ii. Impacts to reporting – if not turnover, exclude from those reports?
 - c. WDS - Check on adding “In Process” FWA in Reporting
 - d. Members – Send feedback on HR Partner Hub
- 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: August 27th, 2024

Direct Hire Screenshot

Hire Employee




The Manager should ensure appropriate departmental approval and/or budget authority was received prior to initiating this Hire event. The hiring supervisory organization is responsible for completing pre-employment hiring requirements for criminal background check, credential verification, selective service, export controls, and minor's employment release to complete the Hire process. A&M System Policy requires that employees must receive appropriate training upon initial assignment to their duties if the duties puts them at risk for exposure to bloodborne pathogens or hazardous chemicals. If the risk for exposure is not already indicated for the job profile, it is the responsibility of the Initiator to specify using Job Classifications if a new employee must be trained as sometimes the risk of exposure is person or position specific.

The Request One-Time Payment process can be separately initiated after the overall Hire process is complete if the offer of employment included a lump sum payment.

If not hiring from Workday Recruiting, you will be prompted to confirm pre-employment hiring requirements were met, otherwise most pre-employment hiring requirements were completed during the recruiting process. Minor's Employment Release compliance must be documented and maintained by employing supervisory organization.

Directions: A Pre-Hire record is required to hire an Employee in Workday. To begin, search Workday for an existing Pre-Hire record. If none exists, create a Pre-Hire record for the Employee. An email address must exist on the Pre-Hire profile record to submit this process.

Important: Hire effective date and First Day of Work must be the same date.



Hire Date *

First Day of Work

Reason

Position

Supervisory Organization
12999992 TTI WU Administrative Services ((Virtual) Darcy Batchelor)

Position *

Employee Type *

Location *

Work Space

(Virtual) Alanda Bloomberg - 28

Worker Information

Pre-Hire
(Virtual) Alanda Bloomberg - 28

Home Phone Number
+1 (979) 5551234


Home Email Address
virtual.person@gmail.com

Home Address
394 Woodway
College Station, TX 77445
United States of America

Recruitment Information

Supervisory Organization Recruiter
(Virtual) Pauline Williams


Submit Save for Later Cancel



Recruiting Hire Screenshot

Revise Employee Hire

The Manager should ensure appropriate departmental approval and/or budget authority was received prior to initiating this Hire event. The hiring supervisory organization is responsible for completing pre-employment hiring requirements for criminal background check, credential verification, selective service, export



Initiated From
Job Application: Grace Pierce (Prior Worker) - R-074066 Administrative Coordinator II (C-100425384) on 06/07/2024

Hire Date *
07/08/2024

First Day of Work
07/08/2024

Reason
X Hire > New Hire

Position
Supervisory Organization
06119011 Feed & Fert Control Service (Timothy Herman)

Position *
X P-197702 Administrative Coordinator II

Job Requisition
R-074066 Administrative Coordinator II (Open)

Employee Type *
Staff

Location *
X College Station AL-RSCH

Work Space

Job Details

Grace Pierce

Worker Information

Home Phone Number
+1 (512) [REDACTED]

Home Email Address
gracepierce@gmail.com

Home Address
291 [REDACTED]
College Station, TX 77845
United States of America


Recruitment Information

Source
Texas A&M University System Career Site

Supervisory Organization Recruiter
Carly Steinie
Elizabeth Schwartz
Evelyn Castaneda
Ireland Bailey
Jennifer Hobbs (Retired - Active)
More (9)

Job Requisition
R-074066 Administrative Coordinator II (Open)

Submit Save for Later Cancel



Job Change Template Screenshot

Job Classification Change

The Change Job business process is used for promotions, transfers, reclassifications, changes in Hours or Work Periods, and changes in location.

The screenshot shows a web form for a Job Classification Change. At the top center is the Texas A&M University System logo. The form is divided into several sections:

- When do you want this change to take effect? ***: A radio button is selected for "Next Pay Period (08/01/2024)". There is also an option for "Select Date" with a date picker field showing "MM/DD/YYYY".
- Job Details**: A section titled "Select Additional Job Classification(s)" with a dropdown menu containing "M - Management (MSO Code)".
- Current Information**: A sidebar on the right showing a profile picture of Verna Fritsche, Director, Accounting, and a section for "Job Details" with "Additional Job Classification(s)" listed as "M - Management (MSO Code)".

enter your comment



Exit Interview

Create Exit Interview Terminate:

Exit Interview Date *

Interviewed By

Reason for Leaving

New Employer

Eligible for Rehire

Exit Interview Comments

Property to be Returned

Return by Date

Property Comments

Attachments

Drop files here

or