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	Х	Jan Aspelund, TAMIU		Claudia Azua, Tarleton	Х
				(Ivore Garza)	
Bettsy Hucker, TAMUCC	Х	Jana Smith, PVAMU	х	Pam Young, WTAMU	Х
Christina Gomez, TAMUSA	Х	Johnny Watson-Mendoza, TAMUT	х	Robin Elliott, TTI	Х
Dawn Santo, TAMUS	Х	Joy Bading, AL & TVMDL	х	Sharissa Berry, TAMUC	Х
Derek Gonzales, TAMUK	Х	Kristen Suehs, TFS	х	Warren Pitt, WTAMU	
Erica Wallingford, TEES	Х	Marissa Perez, TAMUCT (& Asia Terry)	х	Wendoline Harrell, TEEX	Х
		Melinda Ho, TDEM	х	Yolanda Ballard, TAMUK	Х

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)

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
 - Currently their process is to terminate student workers, when they are then coming back as fulltime 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, Reg 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?
- I. (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

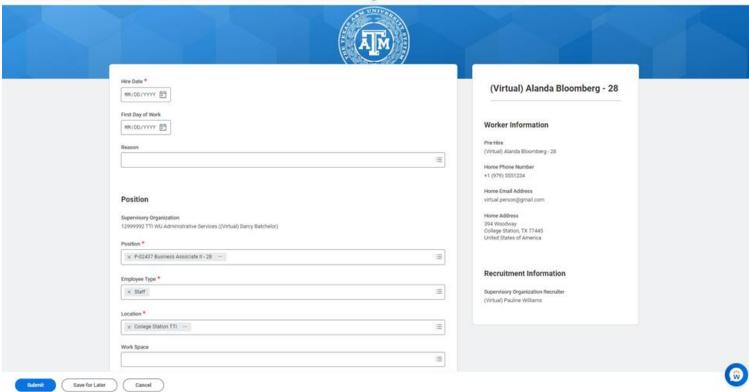
11. Old Items (Pending/On Hold)

- 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

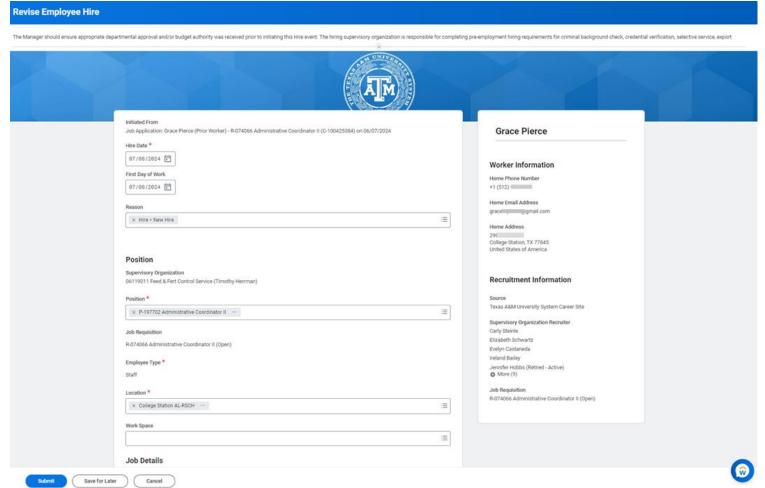
Next Meeting: August 27th, 2024

Direct Hire Screenshot





Recruiting Hire Screenshot



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. When do you want this change to take effect? * **Current Information** Next Pay Period (08/01/2024) Select Date MM/DD/YYYY 🖆 Job Details Job Details Additional Job Classification(s) Select Additional Job Classification(s) M - Management (MSO Code) × M - Management (MSO Code) ≡ Submit Save for Later Cancel

Exit Interview

Cancel

