

Staffing Working Group

Tuesday, August 27th, 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, Ashley Newsome)	x
Betsy Hucker, TAMUCC	x	Jana Smith, PVAMU	x	Pam Young, WTAMU	
Christina Gomez, TAMUSA	x	Johnny Watson-Mendoza, TAMUT	x	Robin Elliott, TTI	x
Dawn Santo, TAMUS (Mandy Vance)	x	Joy Bading, AL & TVMDL		Sharissa Berry, TAMUC	x
Derek Gonzales, TAMUK	x	Kristen Suehs, TFS	x	Warren Pitt, WTAMU	
Erica Wallingford, TEES	x	Marissa Perez, TAMUCT (Asia Terry, Debbie Morrison)	x	Wendoline Harrell, TEEX	x
		Melinda Ho, TDEM	-	Yolanda Ballard, TAMUK	x

2. Voting Items

- a. (TAMUSO) New Transfer reason for org changes (turnover)
 - i. Can Change Job Transfer Reason be only selected by HR Partner? YES w/validation
 - ii. 13 Yes, 0 No
- b. (Tarleton) Reporting for Flexible Work Arrangements that are In Process, Ended, or Denied
 - i. 13 Yes, 0 No
- c. (WDS) New Edit Position Restrictions reason
 - i. Assist with editing minor changes to description or qualifications
 - ii. 13 Yes, 0 No
- d. Edit Position, Position Restrictions, Req Ref Guide
 - i. 13 Yes, 0 No
- e. (TEES) Add prompts: Company and date range, and columns: employee name, and UIN to Inbound/Outbound History report
 - i. 13 Yes, 0 No

3. Announcements and Reminders:

- a. No release weeks/2024R2 in progress
 - i. HR Partner Hub – overview tab name change
 - ii. Hire/Pre-Hire Person Search UI change
 - iii. Hire and Change Job template review and approval steps get UI update
 - iv. Additional countries added to Global Address Search

4. Changes Completed

- a. Initiator to member routing- Assign Roles step in End Contingent Worker Contract
- b. Initiator to member routing – To Do: Enter Date of Death step in Termination
- c. New Features: Hire detail card, Job Change detail card, Address Lookup
- d. Auto Complete Assign Organization
- e. Remove Manager as initiator for: Add Additional Job, Report No Show, Correct Worker Start Date

5. Upcoming Projects/Changes

- a. 3 consecutive no release weeks, 8/22-9/5
 - b. Validation in Move Worker to prohibit moving across company
 - i. Testing in progress
 - ii. 2 options: adding a To Do – if moves across company or add approval for proposed
 - c. Validation if Hire Date is 1 day after Termination Date (+weekend)
 - i. Testing in progress
6. Cross Functional (Staffing does NOT vote):
- a. .
7. Completed Action Items:
- a. WDS - Check on adding “In Process” FWA in Reporting – DONE, should be possible
8. New Items
- a. (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
 - b. Revisit: Opt in/out adding Exit Survey to Submit Resignation BP
 - i. Vote at next meeting
 - c. (WDS) Exit Interview Functionality
 - i. Discuss more next meeting, some interest
 - ii. Not configurable. Out of box solution
 - iii. Screenshot below
 - iv. Members would like to test in SB
 - d. (TAMUSO) Revisit/Discuss: Multiple Exit Surveys
 - i. Also, want to add to transfer (to new company) when sorted out
 - ii. Members to provide types of surveys needed/what data aren’t we collecting that we need to
 - e. (WDS) Manager Approval in Hire – is it needed?
 - i. Group would like it to be optional
 - ii. Vote at next meeting
 - f. (TAMUSO) Make “To Do: Employee Onboarding Process is Complete” member selection
 - i. Want opt-out option also
 - ii. Vote at next meeting
 - g. (TAMUSO) End Flexible Work Arrangement – is Manager approval needed if initiated by HR Partner?
 - i. Looks like majority want to keep manager
 - h. (WDS) remove referral and comments validation on pre-hires – comments can pull into detail cards
 - i. Vote at next meeting
 - i. (TAMUCT) Managers initiating End Additional Job BPs – other members having any issues?
 - i. Managers are ending jobs when they shouldn’t be
 - ii. Do we want to remove Manager from initiation
 - iii. Vote at next meeting
 - j. (TAMIU)26093900 - Notification to initiator when Create Position bp is completed
 - i. Can be optional
 - ii. Vote at next meeting
 - k. (TAMUT) 26118672 – Add document categories: Credential, Resignation Letter
 - i. Currently only Credential (Student) category

- ii. Vote at next meeting
 - l. (AgriLife) Add bullet to Termination Initiation Help Text: Notify payroll if termination date is after payroll deadline to avoid being overpaid.
 - i. Doesn't hurt
 - ii. Let's do it
 - m. (TFS) 26240556 – Add/separate columns: PIN # and Title
 - i. Employees with Employment End Date report
 - ii. Vote at next meeting
- 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. - Contact acervantez@tamu.edu
 - 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)? - Contact acervantez@tamu.edu
- 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?
- 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: September 24th, 2024

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