



Office of Information Technology
THE TEXAS A&M UNIVERSITY SYSTEM

Maintain the integrity and continuous improvement of the Workday application by reviewing, voting and prioritizing enhancements that meet the organizational needs of the A&M System stakeholders.

Workday HCM Advisory Council
 July 16, 2024
 9:00 am – 11:00 am

Council Members

ALEXT - Joy Bading	X	TAMUCC - Jacquelyn Flowers	X	TEES - Erica Wallingford	X
ALRSCH - Elizabeth Schwartz	X	TAMUCT - Tina Flores-Nevarez	X	TEEX - Wendoline Harrell	X
PVAMU - Cheryl Greene	X	TAMUC - Tammi Thompson	X	TFS - Kristen Suehs	X
SO - Dawn Santo	X	TAMUK - Eva Lopez	P	TTI - Lesley Simental	X
TAMIU - Claudia Martinez	X	TAMUSA - Martha Olivia-Gonzales	X	TVMDL - Jasmin Alvarado	X
TAMU - Joe Corn	X	TAMUT - Charlotte Banks	X	WTAMU - Warren Pitt	X
TAMU - Laura Dohnalik	X	TARL - Amy Bowder	X		
TAMU - Shelly Janac	P	TDEM - Maggie Freeman	X		

Proxies:

Mary Shubert on behalf of Shelly Janac
 Derek Gonzalez on behalf of Eva Lopez

I. Review Previous Meeting Action Items

a. Council Representative Updates

- Tarleton – Amy Bowder replaces Eva Lopez
- TEES – Erica Wallingford replaces Kelsey Mirth
- TAMUK – Eva Lopez replaces Derek Gonzales

b. Review Quarterly [Key Performance Indicators](#) (KPI)

- Support Resolution – 94.9%
 - Percentage of tickets opened and resolved within the period.
- Customer Satisfaction – 100%
 - Percentage of customer feedback ratings of neutral or higher.
- Enhancements – 100%
 - Ties directly to HCM Advisory council: percentage of priority 1 and priority 2 changes that are approved by the council and completed in the quarter. Target is 80% due to project scope or timing requirements for releasing changes.
- Application Quality – 93.1%
 - Percentage of change requests completed without defect in the period.

c. Workday Student Discovery

- No decision to move forward with Workday Student as of now. Other possible options discussed are Oracle or sticking with Banner.
- Arkansas and LSU systems are using HCM, Finance and Student within Workday.
- Student and Finance likely would not be implemented at the same time. Finance would come after Student if implementation has been decided.
- System Members will decide on implementation following discovery.

- Transition would likely occur over 2-5 years.

2. Priority List – Announcements

- 25461257 Multiple Executive Approver Assignments
 - When there are multiple Executive Approvers, each approver will receive a task item in their inbox.
 - The task will be completed on an individual basis, which will clear the task for that individual, but the business process step will not progress until all Executive Approvers have approved.
- 25505434 Extend Deadline to Inquire into Issuance of New SSN from 45 to 60 days
- 25602215 Add Location and Employee Type to New Hire/Promotion/Transfer Within 6 Months Report
- 25602310 Modify View Open Positions Report
- 25605525 Add Benefit Start Date Additional Data Question in Change Job
- 25605631 To Do in Onboarding for ACA Eligible Rehires
- 25632841 New Validation for Invalid UIN in No Show BP
- 25703524 Add Benefit Eligible Field to New Employee Event Status Summary Report
- 25735633 Modify Benefits Onboarding Question to Require Place of Previous Employment for TRS/ORP

3. Priority List – Proceed and Prioritize Items

Request	Area	Task Name	Proceed	Priority
25721913	Absence Management	Opt-In/Out: Add Department Head approval step to Request Leave of Absence	Choice	2
25714984	Compensation	Default Compensation access for Budget Contact role	Y	1
25714995	Compensation	New warning alert in Default Compensation	Y	2
25514402	Recruiting	Opt-In/Out: Remove Notification to Manager when a Job Requisition is Approved	Choice	2
25514468	Recruiting	Opt-In/Out: Notification to Recruiting Coordinator and Manager when Job is Posted	Choice	3
25514522	Recruiting	Remove notifications to Managers on the Job Requisition Change BP	Y	2
25731861	Recruiting	Create Candidate Readiness Statuses	Y	3
25731921	Recruiting	Create Candidate Tags	Y	3
25731982	Recruiting	Remove Manager from initiating Hire, Add Additional Job and Change Job from Recruiting	Y	1
25732000	Recruiting	Add Validation (warning) to Job Requisition business process	Y	2
25732029	Recruiting	Report on "other" recruiting sources	Y	3
25744376	Recruiting	Opt-In/Out: Remove Get Approval for Proposed Offer To Do in Offer BP	Choice	1
25744462	Recruiting	Update to Ready for Hire question/degree verification	Y	2
25744585	Recruiting	Add 1 day delay to automatic disposition email	Y	1
25563792	Staffing	Remove Hire Reason "New Hire – Benefits at Hire"	Y	1
25471846	Staffing	Opt-In/Out: Current HR Partner Approval when Transferring Across Companies	Choice	2
25504224	Staffing	Opt-In/Out: Add Faculty Tenure Status To Do in Change Job	Choice	2
25504853	Staffing	Opt-In/Out: HR Partner Review in Switch Primary Job	Choice	2
25661683	Staffing	Add Advanced Notification in Guardian for Alien Work Authorization Expiration	Y	2
25666206	Staffing	Opt-In/Out: Add Alert for End Employment Dates to HR Partner or HR Contact	Choice	2
25668330	Staffing	Inactivate Fax and Pager Number Usage Types	Y	N/A
25668468	Staffing	New Feature - Address Lookup	Y	N/A
25668638	Staffing	New Feature - Hire Detail Cards	Y	N/A
25689977	Staffing	Remove Manager as initiator for Add Additional Job	Y	N/A
25690036	Staffing	Remove Manager as initiator for Change Job	Y	N/A

Request	Area	Task Name	Proceed	Priority
25690076	Staffing	Remove Manager as initiator for Report No Show	Y	N/A
25690104	Staffing	Remove Manager as Initiator for Correct Worker Start Date	Y	N/A
25690295	Staffing	Member Routing: Assign Roles step in End Contingent Worker Contract BP	Choice	N/A
25690338	Staffing	Member Routing: To Do: Enter Date of Death step in Termination BP	Choice	N/A
25690375	Staffing	Member Routing: Steps in Hire BP	Choice	N/A
25698552	Staffing	New Feature - Job Change (Template) Detail Cards	Y	N/A
25772147	Staffing	Auto Complete assign Organization	Y	N/A

Priority List Discussion

- 25721913 – 15 yes 7 no Opt-In/Out
- 25514402 – 13 yes 9 no Opt-In/Out
- 25514468 – 15 yes 7 no Opt-In/Out
- 25731921 – Candidate tags will only be available to the recruiting partner.
- 25744376 – 20 yes 2 no Opt-In/Out
- 25471846 – 13 yes 7 no Opt-In/Out
- 25504224 – 16 yes 5 no Opt-In/Out
- 25504853 – 17 yes 4 no Opt-In/Out
- 25666206 – 8 HR Partner, 8 HR Contact, 4 no Opt-In with choice or Opt-Out

Due to time restraints any priority items marked as N/A were sent out to the HCM Council via a survey to respond with their Proceed only decisions. No priority was requested.

4. Discussion Items

- a. For future HCM Advisory Council meetings we will look at the potential need to extend the meeting timeframe to allow all items and discussions to occur within the scheduled meeting time.