

Staffing Working Group

Tuesday, September 24th, 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 (Lann Shorb)	x
Betsy Hucker, TAMUCC	x	Valerie Townsend, PVAMU	x	Pam Young, WTAMU	x
Christina Gomez, TAMUSA	x	Johnny Watson-Mendoza, TAMUT	x	Robin Elliott, TTI	x
Dawn Santo, TAMUS (Vera Hobma)	x	Joy Bading, AL & TVMDL	x	Sharissa Berry, TAMUC	x
Derek Gonzales, TAMUK	x	Kristen Suehs, TFS	x	Warren Pitt, WTAMU	x
Erica Wallingford, TEES	x	Marissa Perez, TAMUCT (Asia Terry)	x	Wendoline Harrell, TEEX	x
		Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	

2. Voting Items

- a. Opt in/out adding Exit Survey to Submit Resignation BP
 - i. Vote: 13 Yes, 2 No
- b. Make Manager approval in Hire opt in/out
 - i. Vote: 15 Yes, 0 No
- c. Make “To Do: Employee Onboarding Process is Complete” member selection (HR Partner, HR Contact, Opt out)
 - i. Vote: 15 Yes, 0 No
- d. Remove referral and make comments validation a warning on pre-hires – comments can pull into detail cards
 - i. (AG) Before vote, discuss concerns with having free form text field. Do we want to make the validation a warning to remind people not to add any discriminatory language etc..
 - ii. Vote: 15 Yes, 0 No
- e. Remove Manager access to initiate End Additional Job
 - i. Vote: 14 Yes, 1 No
- f. Opt in/out notification to initiator when Create Position bp is completed
 - i. Vote: 15 Yes, 0 No
- g. Add document categories: Credential, Resignation Letter
 - i. Vote: 15 Yes, 0 No
- h. Add/separate columns: Pin # and Title on Employees with Employment End Date report
 - i. Vote: 15 Yes, 0 No
- i. Remove Manager access to initiate Move Worker to New Manager
 - i. Manager’s erroneously creating new sup orgs
 - ii. Vote: 15 Yes, 0 No
- j. Remove Manager access to initiate Move Worker (Supervisory)
 - i. Still having issues with moving workers across companies, maybe this will help
 - ii. Vote: 15 Yes, 0 No

3. Announcements and Reminders:

- a. WD 2024R2 changes implemented 9/21/24:
 - i. HR Partner Hub – overview tab name change
 - ii. Hire/Pre-Hire Person Search UI change
 - iii. Hire and Change Job template review steps get UI update

4. Changes Completed
 - a. Opt in/out HR Partner review in Switch Primary Job (Students, Jobs at same company)
 - b. Member routing in Hire: US Person Questionnaire and To Do: Record Other IDs
5. Upcoming Projects/Changes
 - a. Inactivate Fax and Pager Number usage types
 - b. Add additional countries to Global Address Lookup
 - c. 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
 - d. Validation if Hire Date is 1 day after Termination Date (+weekend)
 - i. Testing in progress
6. New Items
 - a. Continue discussion (WDS): HR Partner Hub – feedback? Good? Bad? Enhancements?
 - i. Members asked to send feedback via email and be ready to discuss next meeting.
 - ii. AgriLife: have to filter a lot because of company crossover
 - iii. Workday Rising: Discussed adding In Progress Hires dated prior than “today”
 - b. Continue discussion (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
 - c. Continue discussion (TAMUSO): Exit Surveys
 - i. Multiple?
 - ii. Also, want to add to transfer (to new company) when sorted out
 - iii. Members to provide types of surveys needed/what data aren’t we collecting that we need to
 - iv. Consider removing anonymity – to follow up when there are concerning comments
 - v. FYI – will be discussed at the upcoming HRO meeting
 - d. (WDS) Change Job Templates, one and done, any concerns for each?:
 - i. End Employment Dates (OR do we want to remove 1 year validation)
 1. ACA or TRS reporting will pick them up if they become eligible
 - ii. Location change
 - iii. Job Profile only change – how often does this happen?
 - iv. AWP only change
 - v. Hours change - student only, no impact to benefits
 - e. Change Job Templates on Worker Profile (screenshot below)
 - i. Will show for roles that have initiation access
 - f. (AG) 26381972 – Change HR partner approval step to HR Partner review step in FWA to give HR ability to upload documents
 - i. Options: change to review step or add review step (optional steps)
 - g. (WDS) Add Defaulting to Correct Worker Start Date for Add Additional Job (also maybe Termination?)
 - i. For blocking events
 - ii. WDS – will get list together to review

7. New Action Items

- a. Put Exit Interview Functionality in SBX

- b. Get list together of defaulting recommendations for Correct Worker Start Date BP
8. 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: October 29th, 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

[Select files](#)

OK
Cancel

Change Job Templates on Worker Profile:

MENU

THE TEXAS A&M UNIVERSITY SYSTEM

(Virtual) Cathy Merchant

Assistant Director, Facilities and Construction

Actions

Supervisory Organization
12999993 TTI WU Finance & Operations ((Virtual) Alan Bishop)

Location
College Station TTI

Position Title
P-02375 Assistant Director, Facilities and Construction

Manager
(Virtual) Alan Bishop

Start Job Change

Student Position Reclassification

Job Profile Change

Hours or Work Period Change

Position Title Change

Location Change

View All Options

Start Job Change

(Virtual) Cathy Merchant

Select the job change you want to complete for the worker. In-progress Change Job events can block a worker's processes from initiating or completing.

Change Job Templates 6 items

Change Job Template	Help Text
Student Position Reclassification	<p>Student Position Reclassification is used for changing the job profile, position title, and business title of the same position as a result of reevaluating the job duties of an Employee's position, that do not result in the Employee being assigned to a lower or higher salary range and/or title that would be considered a promotion or demotion.</p> <p>Note: Best practice is to complete Edit Position Restrictions on the position prior to initiating Change Job for the reclassification.</p>
Hours or Work Period Change	<p>Hours or Work Period Change is used for changing the Employee's scheduled hours (FTE %) and / or their assigned Academic Pay Period* without any other Employee or position changes.</p> <p>Important: FTE changes that impact benefit eligibility should be completed using the Change Job business process.</p> <p>Note: Hours or Work Period changes that are part of an overall change in expected job duties, title, or pay range should use the reason of Position Reclassification through the Change Job process.</p>
Job Profile Change	<p>Position Reclassification is used for changing the Job Profile of the same position as a result of reevaluating the job duties of an Employee's position and does not result in the Employee being assigned to a lower or higher salary range and/or title that would be considered a promotion or demotion. You can only use this template when there are no other Employee or position changes.</p>

Change Job Templates 6 items

Template Name	Template Order	Select Reason for Template	Template Help Text	Enable Enhanced UI for this Template	Apply this Template to Review and Approve Steps	Make this Template Inactive	Select Initiating Actions	Select Condition Rules	Select Security Groups	Select Editable Fields for Start Page	Select Sections for Template	Section Fields to Display
Student Position Reclassification	a	Position Reclassification	<p>Student Position Reclassification is used for changing the job profile, position title, and business title of the same position as a result of reevaluating the job duties of an Employee's position, that do not result in the Employee being assigned to a lower or higher salary range and/or title that would be considered a promotion or demotion.</p> <p>Note: Best practice is to complete Edit Position Restrictions on the position prior to initiating Change Job for the reclassification.</p>	Yes	Yes		Start Job Change		HR Contact HR Partner		Job Details	Business Title (Business Title) Job Profile (Job Profile) Job Title (Job Profile)
Hours or Work Period Change	b	Hours or Work Period Change	<p>Hours or Work Period Change is used for changing the Employee's scheduled hours (FTE %) and / or their assigned Academic Pay Period* without any other Employee or position changes.</p> <p>Important: FTE changes that impact benefit eligibility should be completed using the Change Job business process.</p> <p>Note: Hours or Work Period changes that are part of an overall change in expected job duties, title, or pay range should use the reason of Position Reclassification through the Change Job process.</p>	Yes	Yes		Start Job Change		HR Contact HR Partner		Worker Time	Scheduled Weekly Hours (Location Details)
Job Profile Change	c	Position Reclassification	<p>Position Reclassification is used for changing the Job Profile of the same position as a result of reevaluating the job duties of an Employee's position and does not result in the Employee being assigned to a lower or higher salary range and/or title that would be considered a promotion or demotion. You can only use this template when there are no other Employee or position changes.</p> <p>Note: Best practice is to complete Edit Position Restrictions on the position prior to initiating Job Change for the reclassification.</p>	Yes	Yes		Start Job Change		HR Contact HR Partner		Job Details	Job Profile (Job Profile) Job Title (Job Profile)
Position Title Change	d	Position Title Change	<p>Position Title Change is used for changing the position title in the same position, without changing the job profile. It could be that we want to better identify the work of the Employee whose position currently has a generic job profile.</p> <p>Note: Position Title Change should not be used for reclassification, promotion or demotion of Faculty or Staff.</p>	Yes	Yes		Start Job Change		HR Contact HR Partner		Job Details	Business Title (Business Title)
Location Change	e	Location Change	<p>Location Change is used for changing the Location (geographic city) assigned to the same position without any other Employee or position changes.</p>		Yes		Start Job Change		HR Contact HR Partner	Location after Change	Location Details	Location (Location Details) Work Space (Location Details)
Job Classification Change	f	Job Classification Change	<p>Job Classification Change is used when the job classification on a position must be different than the job classification assigned to the job profile. You can only use this template when there are no other Employee or position changes.</p> <p>Note: Job classifications that can be overridden at the position level include: Campus Security Designation, Exposure Risk Training, Hazard Duty Pay Eligible Flag, Longevity Eligible Flag, Overtime Flag, Term Appointment and MSO Codes.</p>	Yes	Yes		Start Job Change Workday Assistant / REST API		HR Contact HR Partner Management Chain Manager		Job Details	Additional Job Classifications (Job Classifications)