

# Staffing Working Group

Tuesday, October 29<sup>th</sup>, 2024  
 2:00 – 3:00 pm

Teams Meeting  
 Pamela Gentry; Julia Zimmerman, D.J. Williams

## 1. Welcome & Roll Call

Name		Name		Name	
Amber Cervantez TAMU, G, HSC	x	Jan Aspelund, TAMIU		Claudia Azua, Tarleton	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 (Lesley Simental)	x
Dawn Santo, TAMUS	x	Joy Bading, AL & TVMDL	x	Sharissa Berry, TAMUC	x
Derek Gonzales, TAMUK	x	Kristen Suehs, TFS		Warren Pitt, WTAMU	
Erica Wallingford, TEES	x	Marissa Perez, TAMUCT (Asia Terry)	x	Wendoline Harrell, TEEX	x
Guest: Stephanie Russell (ITSS)	x	Melinda Ho, TDEM	x	Yolanda Ballard, TAMUK	x

## 2. Voting Items

a. .

## 3. Changes Completed

- a. Inactive Fax and Pager Number usage types
- b. Template enabled on Editable Review Steps for Change Job Templates
- c. Additional Countries added to Address Lookup

## 4. Upcoming Projects/Changes

- a. HAC Changes!
  - i. All had “Proceed” votes, all Priority 2 and will be implemented this quarter
- b. Journey Conference
- 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

## 5. New Items

- a. (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)
  - ii. No concerns with changing to a review step
  - iii. Vote at next meeting
- b. (WDS) Add Defaulting to Correct Worker Start Date for Add Additional Job (also maybe Termination?)
  - i. For blocking events
  - ii. Vote at next meeting
  - iii. Recommendations at bottom of meeting minutes
- c. (WDS) Does Manager need to be removed from initiating other Staffing BPs?:
  - i. Representatives will discuss with their member and we will discuss more at next meeting
  - ii. BPS:

1. Edit Position Restrictions (requested by TAMU)
  2. Switch Primary Job (requested by TAMU)
  3. Close Position
  4. Contract Contingent Worker
  5. Create Position
  6. End Contingent Worker Contract
  7. Request FWA
  8. End FWA
  9. Termination – SO does not want to remove them from here
  10. Title Change
  11. Photo Change
  12. Change Work Space
  13. Freeze Position
- d. (WDS/TAMU) Discuss Manager Reviews & Approvals in Staffing BPs?
- i. For example, Switch Primary Job has Manager approval step. Is it needed?
  - ii. WDS – Will have full list to review next time if we want to move forward with reviewing
- e. (TAMUCC) 26668273 – Option to remove Department Head review for non-budgeted position Terminations (student workers and temp/casual)
- i. Currently: Involuntary or All Terms
    1. If we do this, the options would be Involuntary or all Terms except Student & Temp Casual
    2. More discussion at next meeting
6. Move to next meeting:
- a. (TAMU) Delegate Change Needed alert to HR Contact or HR Partner based on member selection (currently goes to HR Partner)
    - i. Alert triggers when an employee who is a delegate is Terminating or Transferring
  - b. (TAMU) - Limit Student Job Profiles
    - i. Would apply to ALL staffing events – Create Position, Edit Position Restrictions, etc.
    - ii. Alternative: Review Job Profiles not in use and remove them
    - iii. Proposed list of Student Job Profiles:

JOB PROFILE	JOB CODE	JOB FAMILY
Student Assistant	U7518	Student Worker
Student Coordinator	U7463	Student Worker
Student Technician	U7519	Student Worker
Student Research Assistant	U7678	Student Worker
Student Research Intern	U7743	Student Worker
Student Intern	U7635	Student Worker
Non-Affiliated Student Assistant	U7677	Student Worker
Non-Affiliated Student Coordinator	U7478	Student Worker
Non-Affiliated Student Technician	U7471	Student Worker
Non-Affiliated Student Intern	U7765	Student Worker
Federal College Work Study -Student Reading/Math Tutor	U7745	Student Worker Work Study
Federal College Work Study - Student Bilingual Reading/Math Tutor	U7746	Student Worker Work Study

Federal College Work Study-Community Service	U7649	Student Worker Work Study
Federal College Work Study-Student	U7650	Student Worker Work Study
State of Texas College Work Study-Student	U7659	Student Worker Work Study
Texas College Work Study - Off Campus	U7748	Student Worker Work Study
Resident Advisor	U7681	Student Worker

**7. New Action Items**

- a. Get list of Manager Reviews/Approvals in BPs
- b. Put Exit Interview Functionality in SBX
- c. Get list together of defaulting recommendations for Correct Worker Start Date BP - DONE

**8. Old Items (Pending/On Hold)**

- a. Change Job Templates
- b. Exit Survey Enhancements
- c. Worker Documents and Purge
- d. Due Dates – Consolidated list of current Due Dates to review

Next Meeting: November 26<sup>th</sup>, 2024

Event	Proposed Action	Proposed Effective Date	Notify
Termination	Automatically Rescind/Cancel		HR Partner
	Manually Correct	Same as Proposed Hire Date	HR Contact
		Same Interval Between Dates	
Add Additional Job	Automatically Rescind/Cancel		HR Partner
	Manually Correct	Same as Proposed Hire Date	
		Same Interval Between Dates	
End Job	Automatically Rescind/Cancel		HR Partner
	Manually Correct	Same as Proposed Hire Date	HR Contact
		Same Interval Between Dates	