Tuesday, November 26th, 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 (Lann Shorb) | x |
| Cassondra Casanova, TAMUCC | x | Valerie Townsend, PVAMU |  | Pam Young, WTAMU |  |
| Christina Gomez, TAMUSA |  | Johnny Watson-Mendoza, TAMUT | x | Robin Elliott, TTI | x |
| Dawn Santo, TAMUS | x | Joy Bading, AL & TVMDL | x | Sharissa Berry, TAMUC | x |
| Derek Gonzales, TAMUK | x | Kristen Suehs, TFS | x | Warren Pitt, WTAMU |  |
| Erica Wallingford, TEES | x | Marissa Perez, TAMUCT (Asia Terry) | x | Wendoline Harrell, TEEX | x |
|  |  | Melinda Ho, TDEM | x | Yolanda Ballard, TAMUK | x |

1. Voting Items
   1. (AG) 26381972 – Change HR partner approval step to HR Partner review step in FWA business process to give HR ability to upload documents
      1. Vote: 12 Yes –0 No
      2. HAC
   2. (WDS) Add Defaulting to Correct Worker Start Date for Add Additional Job, Termination, and End Additional Job
      1. Defaulting recommendations at bottom of agenda
      2. Vote: 13 Yes –0 No
2. Action Items
   1. Get list of Manager Reviews/Approvals in BPs - Done
3. New Action Items:
   1. WDS - Add HR Contact to HR Partner Hub on 12/9/2024 for member testing
   2. WDS - Review Switch Primary Job Manager Approval – can it be optional?
   3. WDS – Change Job Templates – add to SB for member testing 12/9/2024
   4. Members – Test HR Partner Hub
   5. Members – Discuss Student Job Profiles with Pay Plan Administration
   6. Members – Discuss Department Head Review in Termination, for Student and Temp Casual positions
4. New Items
   1. (TAMU- WDS Alternative Solution) Hide Plan Assignment End Dates field (**hourly and salary**) in the Propose Compensation Change process (part of Change Job). Can still use Request Compensation Change to add end dates.
      1. Fields to be hidden: Actual End Date and Expected End Date
      2. Primary vs Additional
      3. No concerns – will let Sri know
   2. Continue Discussion - (WDS) Does Manager need to be removed from initiating other Staffing BPs?:
      1. Representatives should’ve discuss with their member
      2. Vote at next meeting for items with no objections
      3. BPS:
         1. Edit Position Restrictions (requested by TAMU) - TEEX, TAMUK object
         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, TAMUK object
         10. Title Change – SO, TAMUK object
         11. Photo Change
         12. Change Work Space
         13. Freeze Position
   3. Continue Discussion: (WDS/TAMU) Discuss Manager Reviews & Approvals in Staffing BPs?
      1. WDS – Review list below; optional and required listed
      2. Optional Manager Steps – HRO can change member options (email [support@tamus.edu](mailto:support@tamus.edu)):
         1. Preferred Name Change (Approval)
         2. Name Pronunciation (Approval)
         3. Create Position (Export Controls Questionnaire)
         4. Edit Position Restrictions (Export Controls Questionnaire)
         5. Hire (Approval)
         6. Request Flexible Work Arrangement (Approval)
      3. Required Manager Steps (will not be removing or making optional)
         1. Photo Change (Approval)
         2. Submit Resignation (Approval)
         3. Switch Primary Job (Approval) - Look at BP and stats
         4. Title Change (Approval – if initiator is worker)
         5. Change Job (Review – if “Request Transfer” is used)
         6. Change Worker Space (Approval – If initiator is worker)
         7. End Flexible Work Arrangement (Approval – if not ending ITWL)
   4. Continue Discussion: (TAMUCC) 26668273 – Option to remove Department Head review for non-budgeted position Terminations (student workers and temp/casual)
      1. Current Review Options: Involuntary or All Terminations
         1. If we do this, the options would be Involuntary OR all Terms except Student & Temp Casual, which would mean no student or Temp casual positions would be reviewed
         2. Could add 3rd option Involuntary OR All Terms or All Terms except Student & Temp Casual
   5. (TAMU) Delegate Change Needed alert to HR Contact or HR Partner based on member selection (currently goes to HR Partner)
      1. Alert triggers when an employee who is a delegate is Terminating or Transferring
      2. Make optional to go to HR Contact or HR Parter OR send to HR Contact also
      3. Verify HR Contact can help with Delegations – they cannot
      4. Not moving forward with request
   6. Update No Show blocking event help text to include that Payroll events may not display
      1. We cannot edit the text, but it does currently say that “Payroll events may not appear in list of blocking events”
   7. (WDS/TEES) Add HR Contact to HR Partner Hub
      1. Currently only the HR Partner can access the HR Partner Hub
      2. Will add to SB for testing after the holiday break. Would like to have members test it out with their HR Contacts and provide feedback
   8. (TAMU) - Validation to Limit Student Job Profiles
      1. Would apply to ALL staffing events – Create Position, Edit Position Restrictions, etc.
      2. Members: Review Job Profiles with Pay Plan Administration not in use and remove them
      3. Proposed list of Student Job Profiles:

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| --- | --- | --- |
| **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 |

1. Changes Completed
   1. New report: “Flexible Work Arrangement Events”
   2. Updated report: “Employees with Employment End Date” added Position ID and Business Title
   3. Updated report: “Job Catalog” - can now exclude inactive Job Profiles
   4. Member Selection: To Do: Employee Onboarding Process is Complete
   5. Opt in/out: Add Exit Survey to Submit Resignation
   6. Removed Pre-Hire Referral and Comments field validation
   7. Opt in/out: Notification to initiator when Create Position is Completed
   8. New Document Categories added: Credential and Resignation Letter
   9. Opt in/out: Manager Approval in Hire
   10. Manager removed as initiator from: End Job, Move Worker, Move Worker to New Manager
2. Upcoming Projects/Changes
   1. Warning in Change Job if employee has FWA that needs to be ended
   2. New Transfer reason for org changes
   3. Change Job Templates
3. Old Items (Pending/On Hold)
   1. Exit Survey Enhancements
   2. Put Exit Interview Functionality in SBX
   3. Worker Documents and Purge
   4. Due Dates – Consolidated list of current Due Dates to review

Next Meeting: 2pm, December 17th

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| **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 |  |