Tuesday, January 28 , 2025

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 |  | Ivore Garza, Tarleton | x |
| Cassondra Casanova, TAMUCC (Bettsy Hucker) | x | Valerie Townsend, PVAMU | x | Pam Young, WTAMU |  |
| Christina Gomez, TAMUSA | x | Johnny Watson-Mendoza, TAMUT | x | Robin Elliott, TTI | x |
| Dawn Santo, TAMUS | x | Joy Bading, AL & TVMDL | x | Sharissa Berry, ETAMU | 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
2. Switch Primary Job – Skip Manager approval if student positions at same company
   1. Vote: 13 Yes, 0 No
3. Reminders
   1. Expectations of representatives
      1. Be present or arrange proxy
      2. Prepare
      3. Submit or bring ideas and problems for the group to discuss
      4. Discuss agenda items with own team
   2. After meeting
      1. Take items of relevance back to own team
      2. Submit follow up questions or concerns
4. New Items
   1. (From HAC) Add Vacation Payout Affidavit in Workday to launch with Submit Resignation? Termination?
      1. PVAMU - Packet sent through Docusign, as soon as Termination is submitted
      2. Member with paper form that gets manually sent to payroll: AG (will verify with absence partners), ETAMU, TAMUSA, TFS, TAMUCT, TTI,
   2. 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
      2. We have a couple members that do need to continue seeing Student and Temp/Casual
      3. TEES: We want the involuntary terms to require department review no matter the worker type. Non-budgeted positions could skip the department head if voluntary.
      4. AG: would it be possible to send out a simple one pager with each of the options available so we can check w/ leadership to see which way we want to vote?
   3. Continue Discussion: (WDS/TEES) Add HR Contact to HR Partner Hub
      1. Currently only the HR Partner can access the HR Partner Hub
      2. Received some testing/feedback from members.
      3. Vote at next meeting to see if there is enough interest
   4. (TTI) Add To Do for GLACIER in Change Job (Promotions)
      1. “A promotion reclassification/promotion new position would trigger the need for them to login not their existing GLACIER account, make updates and submit updated documents to payroll.”
      2. ETAMU: We had a similar issue in 2023, At that time no one else had the issue so we never moved forward with anything.
      3. TTI & TEES: I don't know if it happens often enough to add a step in Workday
      4. Will hold off for now. May revisit in the future
   5. (TAMUS) End Flexible Work Arrangement – Skip Manager approval if initiated by HR Partner
      1. “The only reason an HR Partner would take this action is for cleanup on the back end, requiring the manager approval of this action is extra work for the manager”
      2. Agreed this would be helpful: ETAMU, PVAMU, AG, TAMUCC, TAMUK, TAMUS
      3. No concerns from other members
      4. Vote at next meeting
5. Action Items
   1. Members to send in vacation payout forms
   2. Staffing – send out one pager on Termination options
   3. WDS – get together WG Facilitator expectations
6. Changes Completed
   1. Add Correct Worker Start Date Defaulting
   2. Optional HR Partner Review for Change Job Templates
   3. Remove Manager as initiator: Contract Contingent Worker, Change Work Space, Photo Change, End FWA, Request FWA, Freeze Position, End Contingent Worker Contract, Switch Primary Job,
7. Upcoming Projects/Changes
   1. Q2 - Mass Action for Change Job Templates
   2. Q2 - Safe Harbor – Mass Action for Termination
   3. Q2 - New Template – Updating End Dates for Temp/Casual, Comp Change
   4. New Templates – ALL reasons, by September 2025
   5. Q3 - Work and Home Contact forms – separate
   6. Academic Module – exploration stage
   7. Military Preference – potentially moving to Personal Information Change BP
   8. Selective Service – potentially moving to Personal Information Change BP
8. 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: February 25th