# A&M System sealTalent & Performance Working Group

February 13, 2025

**Attendance**

Atina Adair

Joni Foster

Maggie Freeman

Patricia Williams

Cassondra Casanova

Nancy Deleon

Tina Flores-Nevarez

Tisha Gray

Jessica Lennerton

Shannon Mathis

Rebekah Purget

Noah Nettles

Johnny Watson-Mendoza

Alicia Michalak

## Review Open Action Items

* Add direct link for Manager’s to TrainTraq from Employee Performance Reviews- updates when new templates are created. Completed
* New feature: Manage Goals- completed
* Allow Talent Partners to cancel and reassign goal business processes- completed
* Modify the Awards and Activities validation, enabling Talent Partners to award Emeritus to retirees that have a termination date prior to Workday’s implementation. – Possible discussion or vote as this is not working.

## Discussion:

* Expectations of working group members
  + Be present for meetings or arrange a proxy
  + Prepare
    - Submit or bring ideas and problems/solutions for the group to discuss
    - Discuss agenda items with own team
  + After meeting
    - Take items of relevance back to own team
    - Submit follow-up questions or concerns
* Workday 2025R1
  + Additional Reviewers and Additional Managers will have the option to print their portion of the employee performance review.
* Deadline to submit change requests for performance reviews that will launch in 2026: October 17, 2025
* Reminder on requesting performance review launch
  + Request ***at least*** 2 weeks prior to launch date
  + Submit the request to [support@tamus.edu](mailto:support@tamus.edu) and include the following information:
* Review Template to be used:
* Performance Review Period Start Date:
* Performance Review Period End Date:
* Date you would like it run in Sandbox for testing:
* Date you would like it to run in production:
* Discussed some best practices for when to cancel incomplete Performance Reviews
* Use of Asana for ideas/agenda item submission

## Next Steps and Action Items

**All:** Next meeting April 10, 2025