Employment Area Leads Meeting  
Monday, October 16, 2017  
3:30 – 5:00 pm  
Perovich Business Center, Room 1018

**Agenda Items:**

1. **Employment Onboarding System (EOS) Stopped Workflows** – Jeff O’Keefe  
   - Discussion of what situations are causing these workflows to be abandoned.  
   - Request that when anyone has issues within Banner with regard to the EOS workflow, please let General Persons know this. Instead of abandoning the EOS, suggested to contact the initiator and/or helpdesk to resolve. The initiators need to know when it’s completed.  
   - Everyone who has access to EOS is an administrator and can therefore help.  
   - Need a design session to figure out how to align workflow and data – Mary to lead?  
   - A design session will take place to align workflow processes – the November 13 EAL meeting will be this topic; no other items for that meeting.  
   - **In the meantime, ERP Support and HRIT will create EOS troubleshooting document for EAs and publish in Confluence**

2. **TMS Requisition and career site change timeline** – Kevin Stevenson & Amber Bailey  
   - October 23rd as the roll out date for the new career site  
   - More information to be sent out about down time and testing; the site will be announced to be down for that morning.  
   - These upgrades will allow UNM to take advantage of more advanced abilities within Cornerstone  
   - **EAs to have their SOPs updated to reflect Req redesign by Oct 23**

3. **TMS Support Model Update** – Steve Spence  
   - Created IT ticket process flow for triage and TMS assistance (please see the model); asking for feedback on the process.  
   - Support services incorporated into the IT HelpDesk Services.  
   - Need to ensure that the UNM Jobs site has accurate directory information for questions/issues with the site; issues with HSC Faculty support getting the most volume of questions because they are listed first in the “Support” section.  
   - Need to advertise the IT information on the “Support” section of the website instead of the employment areas (at least as the first line)  
   - Can someone in HRIT serve as the point of contact?  

4. **TMS Release Testing** – Kevin Stevenson  
   - Oct release has been deployed to Stage  
   - Released in Production and Pilot on Oct 27  
   - **EAs to provide POC for release testing. Initial meeting on Wed, Oct. 18**

5. **I-9s in Hiring** – Patty McLaughlin  
   - Make sure you are updating the Citizenship code (from 5) accordingly. This affects taxes.  
   - HR Service Center is auditing I-9s as they are coming in. – Per Rayleen Valencia
• Make sure they are completing them electronically.

  ▪ When you are verifying the person’s SSN card/passport/visa for the I-9, please confirm that the name in PPAIDEN matches the name on the SSN card (or other ID). If it does not match EXACTLY (first, middle, and last name must all match), then update the name in PPAIDEN to match the name on the SSN card/passport/visa and put a note in SPACMNT about the change you made and why. Remember to mention in your comment that you verified the information with the SSN card/passport/visa.

  ▪ Additionally, whenever there is an upgrade, the Employment Areas should be testing ePAF’s. Would like to see some testing from UNMJobs so that we could ensure that the EOS workflow works and that Payroll will receive its workflow as well. This will also test the ePAF that is tied to the UNMJobs automated process.

**Action Items:**

<table>
<thead>
<tr>
<th>Item: EOS Workflow Design Session (including creating a Workflow Process)</th>
<th>Assigned to: Linda (leader) &amp; the whole EAL team – need functional representation</th>
<th>Due Date: Meeting will be held at the EAL meeting on November 13</th>
<th>Completion Date:</th>
</tr>
</thead>
</table>

| Item: Updating SOPs for the new requisition redesign | Assigned to: Employment Areas | Due Date: 10.23.2017 | Completion Date: |