Date: 4/8/2021

Time: 10 to 11 AM

WebEx

1. Welcome & Roll Call

| Name |  | Name |  | Name |  |
| --- | --- | --- | --- | --- | --- |
| Kay Schubert | Yes | Jarrett Eisenrich |  | Janet Anderson |  |
| Michelle Mitchell |  | Susan Bowden |  | Kyle Foster | Yes |
| Elvia Oliva | Yes | Rosanne Heflin-Gorny | Yes | Kelli Holt | Yes |
| Shelly Janac | Yes | Shelly McCune | Yes | Amy Caldwell | Yes |
| Kristin Nace | Yes | Eva Lopez | Yes |  |  |

1. Action Item Review
* Merit Statements
	+ Review Customized Merit Statement
		- Merit Statement is available only when the merit process is launched and completed
		- Suggested Edits/Options:
			* What are the options for “FROM” field
				+ Manager might not be a good option
				+ Department Head and Executive Approver are other options that we can consider
				+ We can also add a standard text without the name of the person “CEO” etc.
			* Subject: Fiscal Year needs to be updated
			* Have a comma separator in the currency when displaying monthly salary
			* Display FTE salary and mention in the verbiage “your new FTE monthly pay rate is”
			* Have a period at the end of each line
		- Limitations:
			* Not able to identify grant employees
1. New Items
* Merit Partner Role
	+ Merit Partner role has been improved so that Merit Partners have access only to the supervisory organization that they are assigned to
	+ Utilize “Employee All Jobs and Direct Report Manager” report to review supervisory organization structure for your system member and prepare EIB for Merit Partner role assignment
* Review updated process for loading awards from PBA to Workday
	+ EIB file prepared from PBA will use Adloc instead of Position ID
	+ This will ensure that employees are in the correct file
* Review draft schedule
* Available job aids and reference guides for Merit process
* Upcoming Merit Webinars and Trainings

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| --- | --- |
| **Date** | **Event** |
| **04/21/2021** | Merit Preview |
| **06/02/2021** | Merit Planner/Manager Training |
| **06/22/2021** | Monthly Merit Process Update meetings |
| **07/07/2021** | Merit Planner/Manager Training (Repeat) |
| **07/27/2021** | Monthly Merit Process Update meetings |
| **07/31/2021** | Due Date to submit EIB Request for One time Merit |
| **08/10/2021** | Monthly Merit Process Update meetings |

1. Questions/Comments
2. Next Steps