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

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