Date: 7/20/2021

Time: 11:00 am

Location: WebEx

1. Welcome & Attendance

| Name |  | Name |  | Name |  |
| --- | --- | --- | --- | --- | --- |
| Candice Sutterfield | X | Jennifer Hobbs | X | DawnAnn Wilson | X |
| Tina Flores-Nevarez | X | Kristen Suehs | X | Dr. David A Giles | X |
| Elizabeth Schwartz | X | Kay Schubert | X | Shelly McCune |  |
| Kelli Holt | X | Martha Alexander |  | Debra Cortinas | X |
| Laura Quirino |  | Keisha Lamb | X | Lloyd Butler |  |
| Brad Blair | X | Tricia Landers |  |  |  |

Additional attendees: Meagan Kuitu, Nancy Hamilton, Sergey Nyrkov, Rachel Gorman, Kami Xiong, Sri Kamarthi, Wally Wellborn, Adam Davidson, David Gutierrez, James Ross, Meredith Fox

1. Action Item Review
2. People Analytics data reloaded on 6/16/21

* Duplicated data has been resolved

1. New Items
   1. Update to System Member Representation in Working Group
      * Expanding to include representative from each System Member; no longer requested to coordinate with other members
      * Welcome new members: Shelly McCune (WTAMU) and Tricia Landers (TAM-HSC)
   2. Gather Feedback on Executive Dashboard Turnover reports (Kami Xiong)

* These reports are **NOT** for reconciliation purposes to any regulatory turnover numbers.
* Delivering 7 turnover reports on the executive dashboard. They are quarterly rates by company, gender, race/ethnicity, EEO job category, state service year, compensation, and division/college.
* Data refreshed monthly on the first Monday of each month
* Shared with the same roles as existing tabs (Executive View Only, HR, Comp, Payroll, and Benefit Partners and View Only)
* User Guide will be available showing how the calculations work, data sources, and glossary
  + An additional Turnover User Guide will be provided on the tab’s menu
* Question from Elizabeth Schwartz: are there plans to do this by job profile? Kami: Yes, we can allow them to view the turnover rate by job profile in the report detail, please let us know if a separate report for this would be helpful.
* Demonstration
  + New turnover analysis tab is in the dashboard
  + Max tab number is 6 – see links in the menu at the top-right for division/college report and headcount by month
  + Turnover Rate = turnover transaction count / average quarterly headcount
  + The average headcount is the active employees at the end of each month, average of all months per quarter
  + Currently including Staff and Faculty only
  + The dashboard automatically returns the last 4 completed quarters only. You can manually run it with a date range of your choice.
    - Note on 2020 Q4 – we only loaded a partial quarter, per beginning of data availability.
    - Request from Debra Cortinas: I’d like to have data going back to December 2017 if feasible.
    - Per Candice, recent conversations between Workday and TAMUS make this more feasible. We’d like to load the past data, but it does introduce complexity as we need to make changes going forward. When that occurs, current limitations require us to delete and re-load all historic data when we do this. Update from Workday in Fall 2021 should give us more flexibility to not re-load all historic data with future changes. We will go ahead and load the prior data back to December 2017.
    - Jennifer Hobbs: can we already get this turnover information elsewhere? We don’t intend to reconcile to turnover reports within or outside of Workday; meant to be an overview.
  + Drilling into View Details should be done on the Turnover Counts numbers. This is how to see the termination and transfer transaction details. If you select the rate number or headcount numbers, you should select the option to drill to another report (e.g. Headcount by Month).
    - Recommendation from Elizabeth Schwartz and David Giles: consider adding termination reason and voluntary/involuntary info
  + Compensation presented by two salaries. Let us know if you want this defined differently.
    - Annual Budgeted Salary = how much the employee earned for the year.
    - Annualized FTE Salary = Salary as though 100% effort, 12 months.
    - Feedback from Debra Cortinas, Jennifer Hobbs and Elizabeth Schwartz: has to be an FTE rate to be useful. Further consideration needed on work period months; per Debra, it should be apples to apples.
    - Secondary positions are not considered on this dashboard.
    - Allowances: decision to not include in the executive dashboard. Discussing dashboard for compensation only that can include allowance info.
    - Decision to display only Annualized FTE Salary (12 months, 100%), not try to display both.
  + Clarification: this demo is from the development environment, not production. Pending more development and loading Prism data, we will send email to working group to review in Sandbox. Working group can coordinate and set expectations with roles who will have access to it when it goes live. Change management plans to be released soon; working group members to be included in advance of communications.
  + Feedback from Elizabeth Schwartz: user guide is really helpful. It could be helpful to be able to compare this quarter to that same quarter in previous years. Kami will look into how to show this data for a future iteration.
  + Current ETA for this delivery is early August.
  + Discussion about number of quarters to display: considering showing 5-8 for comparison across years. It may be beneficial to wait and work in it first, and we don’t want it to become too busy. We will look into bringing more quarters into the dashboard and make a recommendation. Need to also find out how far back PPLA can go for the headcount piece.
  + Regarding additional termination attributes, should we also add eligibility for rehire? Security should match Workday’s security for rehire and term reason. Voluntary vs Involuntary isn’t as big a concern, per Jennifer Hobbs and Elizabeth Schwartz.
  + Should employees terminated on the last day of the month be counted among active employees in the headcount that month? If an employee terminates *prior to* the last day of the month, they are already not included in the headcount. Agreement to include everyone active on the last day of the month in the headcount, even if they terminate on that day.

Next meeting: Tuesday, September 21st, 11 – noon

1. Decisions
   1. Decision to display only Annualized FTE Salary (12 months, 100%), not try to display both.
      1. After follow-up research was conducted, we will not be able to use this salary calculation until we use a different source than People Analytics for our history. We expect the fall 2021 to be the earliest we can start to make a shift away from People Analytics.
   2. Agreement to include everyone active on the last day of the month in the headcount, even if they terminate on that day.
2. Questions/Comments