

Merit Working Group Meeting Minutes



Date: 7/29/2021
Time: 10 to 11 AM

WebEx

1. Welcome & Roll Call

Name		Name		Name	
Kay Schubert	Yes	Allison Lewis	Yes	Amy Caldwell	
Evelyn Castaneda	Yes	Susan Bowden		Kyle Foster	Yes
Elvia Oliva	Yes	Rosanne Heflin-Gorny	Yes		
Shelly Janac	Yes	Shelly McCune			
Kelli Holt	Yes	Eva Lopez	Yes		

2. Action Item Review

- Merit Process Reports
 - EDW00217 - HCM Workday Merit Entry for Upload to PBA
 - This report includes the 5 data elements from Workday Merit needed to populate the salary increases in the PREP Budget Application (PBA) via a .csv upload process. Run for a specific member and export as .csv
 - In Progress Business Processes Impacting Merit
 - Returns in progress business processes that could impact merit including Add Additional Job, Change Job, Transfer/promote/demote Employee, Request Compensation Change, Termination and End Additional Job.
 - In Progress Merit Review Process - Most Recent
 - Returns most recent employee merit adjustment data for In Progress compensation reviews.
- Available job aids and reference guides for Merit process
 - Staffing and Compensation Changes During Merit
 - Provides an overview of which business processes can continue to be completed during merit (run in parallel); which business processes must be completed outside of merit, and how to choose an appropriate Effective Date for these changes to avoid additional work
- Merit Statements
 - System members can choose to release the merit statements in Sandbox and review them



- Finalizing Merit
 - If there is a delay in finalizing merit, merit process would automatically calculate retro for biweekly employees
 - First biweekly pay date after 9/1 is 9/10 and the payroll is calculated on 9/8
 - First monthly pay date after 9/1 is 10/1 and the payroll is calculated on 9/27

3. New Items

- Change Effective Dates During Compensation Reviews
 - Workday now provide more flexibility in compensation reviews by providing an option to change the effective dates on in-progress reviews.
 - Merit Process should be in progress to change the effective date
 - System Member should reach out to Workday Services to update the new effective date
 - Effective date would be updated for all employees within the merit process
 - Working Group has voted to proceed with the change
 - Will be presented to HCM Advisory Council on 8/10 meeting

4. Questions/Comments

5. Next Steps