

Merit Working Group

Meeting Minutes

Date: Wednesday, February 23, 2022

Time: 10:00 am

WebEx

1. Welcome & Roll Call
(5 minutes)

2. Action Item Review
(5 minutes)
 - a. Feedback from FY2021 Merit Process
 - i. Allowances removed if a promotion increase was provided to an employee (Sri has submitted a WD ticket)
 1. Workday has provided a workaround to prevent allowances from being removed
 2. Testing is in progress. Based on the workaround, we need to add rules to certain allowances to prevent them from being removed automatically. This will also prevent them from being removed automatically when promotion is done manually outside the merit process. Below is the list of allowances that we can add the rules to
 - a. Administrative Stipend
 - b. Department Head Stipend
 - c. Distinguished Chair Stipend
 - d. County Funding - Extension Agent

Discussion:

- Consider adding the rules to below allowances
 - i. Communication Allowance
 - ii. Temporary Salary Increase

 - Add the rules temporarily to support the merit process and remove them after that if needed
- ii. Changing the MSO code in the middle of Phase II caused folks to be removed from the merit process (Sri looking into this)
 1. A review step has been added for HR Partners to verify if the merit plan is removed. Added a warning message to guide the HR Partners to restore the Merit Plan. ***Merit Plan should not be removed from Compensation during Change Job if a Merit Plan already existed for the worker. Please restore Merit Plan before submitting this step***

3. New Items (1 hour and 10 minutes)

a. **Vote:** Merit Statement Notification

- i. Some system members are interested to have a notification that is sent to the employees email when the new merit statements are generated
- ii. A new custom alert notification will be created
- iii. This would be an optional feature. System members can choose to not use the notification from Workday
- iv. This will be added to the next HCM Advisory Council meeting for approval
- v. Notification Text:

Subject: New Compensation Statement is Available

You are receiving this notification because a new compensation statement has been generated based on salary recommendations completed in the merit process. Please log in to Workday and go to the Pay Worklet from your home page and click on Compensation Review Statement History to view your statement.

This is an automated email; do not reply.

Discussion:

- Notification would go out only to employees who have received at least one type of increase in the merit process
- Should we add a statement about which office to contact?
- Working Group members can review the notification text and let Sri (skamarthi@tamus.edu) know any updates needed
- Working Group has voted to move forward with the change
- Finalized version will be sent to the working group

b. **New features**

i. Organization Change Background Job

1. Workday now periodically checks for worker organization changes in the background during compensation reviews. When we detect an organization that you should include, we add them to the compensation review process.

Discussion:

- Background Job runs every hour
 - When a manager is changed, background process will detect it and move the employee to new manager
- ii. Cancel Employee Events in Compensation Reviews
1. A new Cancel Selected Events button on the Maintain Compensation Review Process Employee Participation report, enabling you to cancel 1, multiple, or all employee events.

Discussion:

- The new Cancel Selected Events button has been demoed to the working group members
 - Events both before the effective date and on or after effective date can be reviewed and canceled if needed
- iii. **Vote:** Coordinate Events for Move Workers and Change Organizations
1. You can configure these business processes to proceed during a compensation review
 2. This will be added to the next HCM Advisory Council meeting for approval

Discussion:

- Working Group has voted to move forward with the change

c. Merit Reports

- i. **Missing Costing Allocation** - Returns positions without current Worker Position costing allocations. Used to prevent salary payment on the FAMIS default accounts. May also be run to find positions that could have encumbrance impacts
- ii. **Positions with Inactive Costing Allocations** - Returns positions which have inactive TAMUS Cost Center in the current costing allocations
- iii. **Costing Allocations for Position Restrictions** - Returns position restriction allocation details for a specified company. For vacant positions, report can be used to verify whether costing needs to be updated before it is loaded to PBA
- iv. **Annual Merit Process Eligibility** - Used before Merit is initiated to audit the information with Merit Configuration Worksheet

d. Upcoming Merit Webinars and Trainings

| Date | Event |
|-------------------|---|
| 04/20/2022 | Merit Preview |
| 06/01/2022 | Merit Planner/Manager Training |
| 07/06/2022 | Merit Planner/Manager Training (Repeat) |

4. Questions/Comments
(5 minutes)

5. Next Steps
(5 minutes)

Next Meeting: Date