Merit Working Group
Meeting Minutes

Date: Wednesday, June 8, 2022
Time: 9:30 am

WebEx

1. Welcome & Roll Call
   (5 minutes)

2. Action Item Review
   (15 minutes)

   a. Promotion Process Update

      i. Rules have been added last month to prevent Allowances from being removed
      ii. Members can continue to do promotions within the merit module
      iii. Warning message in the Change Job business process has been updated to alert the users to review allowances when submitting change job business process

   b. Merit Notification Update

      i. We have added a notification using a custom report that will notify employees when a new merit statement is available
      ii. Members can indicate if they want to use the notification on the Merit Configuration Worksheet

3. New Items
   (15 minutes)

   a. Merit Statement Customization

      i. Can each member customize their merit statement?

         1. Depending on what needs to be updated, Workday Services will review the request and suggest the best way to proceed

   b. Merit Grid Alerts

      i. Currently we have an alert for TAMUCC when Merit given is above 5%. If other members are interested in a different percentage, we can add that

      ii. We can provide up to three options for members to choose from

    c.   Review reports available

        i.   Employees Assigned Multiple Merit Plans report can be run to identify employees with multiple merit plans

          1.   HR Partners have access to this report
          2.   Once the employees are identified, the merit plan for other system member needs to be removed by using Request Compensation Change business process

        ii.   Compensation Review Merit Award Audit

          1.   This report is available for Merit Partners and shows the approval process for awards entered

4. Questions/Comments
   (5 minutes)

5. Next Steps
   (5 minutes)

Next Meeting: Date