# Time and Absence Working Group
# Meeting Minutes – January 21, 2021

THE TEXAS A&M UNIVERSITY SYSTEM

## 1 - Working Group Members

| Name | | Name | | Name | |
|---|---|---|---|---|---|
| Abbie Weiss | X | Karol Patrick | X | Tricia Landers | X |
| Betty Gibson | X | Mary Canales | X | | |
| Dawn Santo | X | Melinda Pittman | X | | |
| Doris Tykal | X | Tammi Thompson | X | | |
| Jan Aspelund | X | Tina Flores-Nevarez | X | | |

## 2 - Discussion Areas

- Reviewed Workday definitions Leave of Absence versus Time Offs
- Reviewed Business Process steps, Absence table and notifications
- Discussed questions related to absence steps in other business processes and benefits steps within absence business processes.

## 3 - Decisions

- Materials will be reviewed and ideas/suggestions brought to the next meeting for discussion.

## 4 - Action Items

- **Amy:** Follow up with other functional areas on questions asked. Provide response and materials for review.
- **All Members:** Review provided materials.
- **All Members:** Prepare questions and/or suggestions for discussion

## 5 - Next Meeting

- 2/11/21