

Time & Absence Working Group

Meeting Minutes – January 25, 2022



1 - Working Group Members

Name		Name		Name		Name	
Betty Gibson	X	Elizabeth Tschatschula-Jones	X	Kendal Howe	X	Sydni Imhoff	X
Dawn Santo	X	Jan Aspelund		Melinda Pittman	X	Tammi Thompson	X
DawnAnn Wilson	X	Jennifer Escamilla	X	Patti Toller	X	Tapati Pal	X
Derek Gonzlaes		Karol Patrick	X	Shannon Ham		Tina Flores-Nevarez	X
Doris Tykal		Kelsey Mirth	X	Sheryl Cornett		Tina Pennington	X

2 - Discussion Areas

- Notification to managers prior to payroll to approve time offs
 - Complete
 - Adjustment being made as it was sending reminder to Manager when approval was awaiting Absence Partner.
- Report 3 consecutive days of time off
 - On reporting team list. Have not seen draft.
- Validation (warning) FMLA time off request reminding employee that they must use another time off concurrently with this. → this did not work as desired. It did not submit the request and placed it in the employees Inbox instead.
Recommended alternative: add information in notification
- Moving Absence Certifications to Additional Data- delayed awaiting HR/Staffing
- Vacation Payout Forms- Tammi
 - Discussed options to roll to a TDA
- Discussed current limitations to having Sick Pool, Family Pool in Workday
 - Maintain accrual and time off adjustments for terminated employees cannot be viewed or pulled into reports. We have requested Workday change this.
 - Would need an ability to enter a starting point for reports to add and subtract from for established sick pool balances.
- Discussed that a maximum limit was not configured for federal comp time within Workday because when an employee goes over the max on a plan, they simply stop accruing. It does not automatically pay the time out or notify anyone.
- A system member audit has brought to light that hazardous duty service performed at junior and community colleges should be included in our calculations of hazardous duty service months for hazardous duty pay here. A new time off plan (or “bucket”) is being created to store Hazard Duty – Community/Junior College. Adjustments to Correct/Increase and Correct/Decrease this total are also being created. Workday Service Payroll is updating the Hazardous Pay earning to include the new hazard time balance.

3 - Decisions

- Split Comp Time Banked ID into two- Federal and State? All were okay with it except Tarleton. This cannot be an Opt in/Opt out choice since this is eligibility rules and time tracking calculations. It is not a business process step.
- Notification to identify employees close to reaching the max Federal comp time (240, 480 for emergency response). Report could include any non-emergency response employees that have 200 hours or more of federal comp time. Emergency responders should be identified at 440 hours or greater.
- Should we enforce % effort (error within time tracking) for all hourly staff 50% FTE or greater? Some were concerned that this would cause problems with particular populations of time trackers. Can offer an opt in/opt out option for the error to apply to staff 50% FTE and greater instead of just full-time employees.
- Automated termination adjustments- process currently occurs 30 days after termination date. Suggestion to change to 60 days after termination. Most members had no preference. 4 preferred 60 days. 1 preferred 30 days.
- Should we route sick leave pool and sick leave direct donation time offs to absence partner for approval after the manager approves? Most members said yes. No from Tarleton, TAMU. Concerns about increased volume were raised. Will test to see if Opt in/Opt out is a possibility.

4 - Action Items

- **Amy:** Present suggested changes to HCM Advisory Board. Test items as indicated above.
- **All Members:** Review minutes, send me any questions or corrections by 2/4/22.

5 - Next Meeting

TBD