

Compensation Working Group

Meeting Minutes

Date: March 22, 2023

Time: 2:30 pm – 3:30 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Validation in Request Compensation Change Business Process – **Sri Kamarthi**

- A new validation has been added to stop users from submitting base pay changes when selecting the reason of "Allowance Adjustment"

Adding Bonus & One-Time Payments in Compensation for Worker - **Sri Kamarthi**

- A new tab has been added to list out all the one-time payments for the employees

Budget Contact role – **Sri Kamarthi**

- There is a business need for larger members with a decentralized management structure to designate specific budget-related steps in Workday route to accounting, finance, or budget work groups rather than HR roles.
- From March 2, 2023, Assign Costing Allocations will be routed to only the Budget Contact.
- To Do Text and Help Text in the sub processes have been updated to include more relevant information

Adding Budget Partner review step in One-Time Payments – **Sri Kamarthi**

- Received a request to add a new approval step to Budget Partner in one-time payments
- TAMUSA, WTAMU, TAMUCC, TAMUK, TAMUCT are interested
- This will be added as a review step and will be an opt-in/opt-out step

Vote: Do you approve adding Budget Partner review step in One-Time Payments as an opt-in/opt-out step?

Y- Jana Smith, Natalie Bailey, Shannon Ham (WT), Evangelina Lopez (Tarleton), Linda Otken, Kristen Suehs, Christina Gomez, Cassondra Casanova, Michelle Reyes (TEES), Laura Krajca, Evelyn Castaneda,

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Compensation Working Group

Meeting Minutes

Adding market salary data from CompAnalyst to Workday – **Sri Kamarthi**

- Workday jobs will be mapped to reference jobs in CompAnalyst
- Market data will be loaded to Workday periodically (every quarter) after the mapping is done
- There would not be a need for members to login to CompAnalyst to view the market data
- Will be sent to HCM Advisory Council approval in April 2023
- Received file from Angela for the initial mapping of Workday Job Profiles
College Station, Bryan, and All of Texas

Q- Does the assign costing allocation still go to the cost center approvers after the budget contact?

Q- Is the scope compared to colleges and universities or all industries?

A- Universities In Texas scoped in comparison to B/CS/TX

Q- Is the market data in Workday an opt in/opt out

A - It's a custom report, so you can choose

Q- When is implementation date?

A- End of May or June

Vote: Do you approve adding market salary data from CompAnalyst to Workday?

Y- Laura Crajca, Cassondra Casanova, Christina Gomez (TAMUSA), Natalie Bailey, Shannon Ham, Evelyn Castaneda, Evangelina Lopez (Tarleton), Michelle Reyes, Kristen Suehs, Jana Smith, Linda Otken

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Customized merit statements – **Sri Kamarthi**

- Members will be able to add their logo and other images to their merit statement
- Interested members to send a ticket to support@tamus.edu to get the process started

Q- Can you restate the due date for this request?

A- There is no due date, just let us know as soon as you can.

Compensation Working Group

Meeting Minutes

Allowances for Faculty – Review by Compensation Partner – **Sri Kamarthi**

- Currently only below allowances for Faculty require review
 - Administrative Stipend
 - Department Head Stipend
 - Distance Education / Remote Education
 - Distinguished Chair Stipend
 - Temporary / Interim Increase
- Engineering is requesting that all allowances route to Compensation Partner approval
- This step is currently used by the below members
 - Prairie View A&M University
 - Texas A&M Agrilife Research
 - Texas A&M Engineering
 - Texas A&M Engineering Extension Service
 - Texas A&M Forest Service
 - Texas A&M University - Central Texas
 - Texas A&M University - Commerce
 - Texas A&M University - Kingsville
 - Texas A&M University - San Antonio
 - Texas A&M University System Offices
 - Texas A&M University - Texarkana
 - Texas A&M Veterinary Medical Diagnostic Laboratory
 - Texas Division of Emergency Management

Q-Can you remove TAMUG from this list? Laura D submitted a request to Workday on 3/15 for several changes and the OTP process for Galveston

Q-You can remove TFS also from the list. We have no faculty

Q-Tarleton seems to have followed a different process for these allowances and add them to base salary as opposed to processing them under the allowance process. I am seeking to change our practice so I would like to add Tarleton to the list. If I understand the allowance process, it is not used in the merit pool calculations, correct?

Q - We are certainly interested as we submitted the ticket for Engineering, but I am curious if anyone has any concerns or hesitations with it.

A - IF it's only for engineering it may be too customized to allow approval for all allowances.

Q- Tarleton seems to have followed a different process for these allowances and add them to base salary as opposed to processing them under the allowance process. I am seeking to change our practice so I would like to add Tarleton to the list. If I understand the allowance process, it is not used in the merit pool calculations, correct?

A- Correct

Compensation Working Group Meeting Minutes

Q- TAMUSA is centralized. Adding any of those allowances receives and outside approval first and then entered by myself once approved.

Q - TAMUK does the same as Tarleton. I am currently reviewing all of these and planning to include them as an allowance. Please add TAMUK to the list.

Q – WTAMU is also centralized and receives approvals outside of workday and then I input the payments myself.

Q - We have agency faculty but prior approval has to be obtained and most of these are entered by the HR Manager.

Q – Please add TAMUCC to the list. We use the allowances in WD often.

Q – TAMUCT was having that issue of running out of stipend allowances with our Research department but starting using the Extra Service Pay-Research.

A – Provide a number of people who need more stipend choices. It may cause more confusion having a #1 admin stipend, #2 admin stipend, #3 admin stipend, etc.

Moving One-Time Payments in Hire Process – **Sri Kamarthi**

- We are able to find a way to route the one-time payment step in hire and in change job (for internal hires) ONLY when there is a one-time payment added in recruiting (offer) stage
- If there is no one-time payment added in recruiting, the one-time payment step in hire and change job will not be initiated
- This will be implemented soon

New Item: Require Manager Approval for all compensation changes – **Sri Kamarthi**

- Received a request from TAMU to update the routing for manager approval similar to Department Head for TAMU/HSC/TAMUG
- Currently manager approval is only required for base pay changes and when there is change to Department Head Stipend or Distinguished Chair Stipend
- After this update, manager approval will be required for all compensation changes for all employee types

Q - Is this an option to opt in/out?

A - We may need to revisit this in the next meeting once everyone discusses with their HRO

Opt out- TEEX, TAMUK, WTAMU, TAMUCT, TTI, (Many saying they need to discuss)

New Item: Add Administrative Stipend to the rule *Includes Salary/Hourly and/or Stipend change* – **Sri Kamarthi**

- Received a request from TAMU to Add Administrative Stipend to the rule *Includes Salary/Hourly and/or Stipend change*
- Currently this rule is being used for Compensation Partner and Manager steps
- Currently this rule looks for base pay changes or changes to Department Head Stipend or Distinguished Chair Stipend
- After this update, Compensation Partner review and Manager approval will be required if there are changes to Administrative Stipend

This will be implemented soon