

## 1 - Working Group Members

Name		Name		Name		Name	
Betty Gibson	X	Elizabeth Tschatschula-Jones		Natalie Bryan	X	Tammy Bird	
Christina Gomez	X	Jan Aspelund		Ninette Portales	X	Tapati Pal	
Dawn Santo	X	Jennifer Escamilla	X	Patti Toller	X	Tina Flores-Nevarez	X
DawnAnn Wilson	X	Karol Patrick	X	Shannon Ham			
Derek Gonzales		Kelsey Mirth	X	Sydni Imhoff			
Doris Tykal	X	Melinda Pittman	X	Tammi Thompson	X		

## 2 - Discussion Areas

- Reports
  - Useful reports?—Check out Workday Help
  - Sick Pool balance report limitations
  - FMLA Eligibility report
    - Moving report so the prototype can be tested.
  - Report of EEs moving to or from 12 month and less 12 month. Report: Business Process Events - Worker Staffing Details
  - Information about who completed adjustments using Maintain Accrual and Time Off Adjustments/Overrides—use report Accrual and Time Off Adjustments/Overrides
  - Alerts/Notification from reports of employees with 220+ hrs. FLSA time off. To Absence Partner and Manager? “If X amount of hours are reached the employee must be paid. Follow up with your HR or Payroll Office.”
- Best Practice Question: Are members recording the Transfer Out and Transfer In of sick/vacation when an employee is switching between System members?
  - 7 said no to transfer outs since Workday already does this
- Best Practice Question: less than 12 month budgeted employee’s state service
- Best Practice Question: Emergency Time Off—how do you apply its use? Has its use changed since it now must be reported to the state?
- Time Off Balances not automatically recalculating – Brayden and I will research
- FMLA tracking – Absence Case functionality in Workday being researched
- Faculty Vacation/Frozen Vacation
  - Member wanted job aid to show how to do this
- Add screenshot in the “Managing Your Time Off” job aid to show how FMLA in conjunction with paid time off should look when entered correctly. – Submitted request to Training & Education team
- When employees leave with banked comp time some system members are zeroing out their transferred state comp time, some zero the hours out before leaving. Some wanted to see if it is possible to automatically zero comp time hours on termination.

## 3 - Decisions

- Vacation Payout notice
  - Votes:
    - For: 7
    - Against: 0



- No Contest: Remainder
- Feature: Time and Absence Dashboard
  - Would managers use it?
    - 6 voted unsure
    - 3 voted no
    - Remainder undecided
- Feature: Edit & Approve Time
  - Some interested in seeing if timekeepers can use this dashboard
  - Votes:
    - For: 0
    - Against/Unsure: 7
    - No Contest: Remainder
- Suggested change: Require comments for Other Emergencies Time Off
  - Votes:
    - For: 8
    - Against: 0
    - No Contest: Remainder

## 4 - Action Items

- **WDS Team:** Present suggested changes to HCM Advisory Board. Test items as indicated above.
- **All Members:** Review minutes, send any questions or corrections

## 5 - Next Meeting

TBD- suggest June- every other month recurrence.