

# Compensation Working Group

## Meeting Minutes

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Date: May 2, 2023

Time: 10:30 – 11:30 a.m.

Microsoft Teams Meeting

### **Adding Budget Partner review step in One-Time Payments**

- This has been approved by the HCM Advisory Council
- Survey sent to HROs to opt-in/opt-out of this step

Sent Survey of opt in/opt out, waiting response.

### **Adding market salary data from CompAnalyst to Workday**

- This has been approved by the HCM Advisory Council
- Planning to implement this by end of June

Approved by HCM Advisory Council and moving forward.

### **One-Time Payments**

- Update completed to only trigger one-time payments during Hire and Change Job (Internal hire), if the one-time payment was added in the recruiting

No questions or objections, just applause.

### **Require Manager Approval for all compensation changes**

- 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
- This was discussed in the last working group meeting and many members said that they need to discuss it with their HRO

Not needed due to approval outside of workday TDEM, WTAMU, TAMIU, TAMUCT, AgriLife, TAMUCC

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### New Items:

#### New Allowance Plans

- TEES has submitted an enhancement request for two new allowance plans
- **Administrative Stipend – Additional**
  - When Faculty have multiple administrative stipends, currently they are combining them into one admin stipend allowance. This makes it difficult to differentiate them in reporting. It would be much cleaner if we could add separate lines per stipend.

Q – If the person had three stipends, would they see three separate lines?

A - Yes, there are now 4 total types of stipends “Admin, Admin-additional, Department Head, Distinguished Chair.

- **Teaching in Excess – Prorated**
  - Current allowance plan for Teaching in Excess does not prorate.
  - Engineering would like to start using this new allowance to track teaching in excess appointments (many each semester), but as it is currently set up, it cannot be used as the allowance type will not pay for partial months.

HR Partners and HR Contacts need to be instructed on which allowance plan needs to be used. **Prorated** has been added in the allowance plan name to distinguish between the current plan and the new plan

#### Costing Allocations visibility

- TAMU has submitted an enhancement request to add visibility of costing allocations to Compensation View Only role
- This would be also added to Compensation Partner role so that the Partner role and the corresponding View Only role have the same access

**Proceed - No questions or objections.**

#### Study Abroad

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- TAMU has submitted an enhancement request to create a new allowance plan for Study Abroad as there are over 50 employees who will participate in Study Abroad this summer and they would like for the money to be encumbered.
- Currently this is setup only as a one-time payment - For proctoring or chaperoning a study abroad course; generally used for faculty employees on 9-month Academic Pay Period.

**Proceed – No objections**

**TAMU – asked if this will be ready for the summer. Yes**

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**Q. Is there a way for the budget contact to have functionality to update default compensation? Business need is when positions go vacant, position restrictions need to be edited. There are open positions that need to be either kept or removed, but also may need updated default compensation if they decide to keep.**

**A. Right now, it isn't available, but can be done. The thing to keep in mind is that there is no approval process if this is done.**