



Time & Absence Working Group

Date 8/8/23

Meeting Time 11:00AM – 12:00PM

Attendance:

Dawn, Santo	Pittman, Melinda	Mirth, Kelsey	Wise, Melony
Tykal, Doris	Patrick, Karol	Perez, Theresa	Aspelund, Jan
Bryan, Natalie	Ham, Shannon	Toller, Patti	
Escamilia, Jennifer	Gomez, Christina	Gibson, Betty	

1. Review Open Action Items

- 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.”
 - Approved by HAC. Opt in/out received from HROs, scheduled for 8/31/23

2. Discussion Areas:

- Upcoming Workday Release 2023R2
 - No significant changes expected in Time & Absence
- Change Job BP Absence Partner To Dos
 - Step j is routing to proposed Absence Partner instead of current
 - Changing recipient group to Primary Absence Partner:
 - 9 votes in favor and none opposed
 - Remove Condition rule for custom ID:
 - 6 votes in favor and none opposed

View Business Process Definition Change Job (Default Definition) [icon]							
Business Process Steps	Notifications	Allowed Actions by Role	Allowed Services	Related Links	Available Rules & Fields		
Business Process Steps 3 of 56 items							
Order	If	Delay	Notes	Type	Specify	Group	
j	No Longer Leave Benefits Eligible?			To Do	Determine Time Off Payout for Change Job	Absence Partner	
q	Annual work period for a faculty member with frozen vacation changed to or from 12 months? Faculty Vacation Freeze Other ID is Yes or Y?			To Do	Move Time Off Balance	Absence Partner	

View To Do



To Do Description Determine Time Off Payout for Change Job

Instructional Text The employee shown above is changing from a leave benefits-eligible position to potentially not being eligible for leave benefits and may have Time Off balances that should be paid out. The employee can roll their vacation payout to a TDA in lieu of being paid the fund directly. Please verify with employee whether they would like to rollover all or part of their vacation payout prior to processing a one-time payment for these funds.

Complete your System Member's Time Off Payout form. Per your system member's procedures either submit the form to your Payroll Office for processing or initiate the Request One-Time Payment business process.

IMPORTANT! You must review the Time Off balances for the employee before submitting this To Do task. You may not have access to the employee's Time Off balances after the effective date of the Change Job.

View To Do



To Do Description Move Time Off Balance

Instructional Text This Faculty member needs to have their time off balance moved.

If their current AWP is 12 months, please set their Faculty Vacation Freeze Custom ID to Y or Yes, and move their balance from Vacation into Faculty Vacation Freeze.

If their proposed AWP is 12 months, please set their Faculty Vacation Freeze Custom ID to N or No, and move their balance from Faculty Vacation Freeze into Vacation.

Task Maintain Accrual and Time Off Adjustments/Overrides

- Termination BP: Absence Partner To Do steps- request to move "Ensure all time off requests have been entered and ask employee whether they wish to donate to the sick pool via Workday." to later step (after BP completion). There is a "Determine Time Off Payout" To Do for Absence Partner after the completion step. These could be combined OR is there a need to keep the first To Do as prior to the BP Completion step?
 - Moving "Ensure all time off requests have been entered..." To Do step to after BP completion:
 - 6 votes in favor and none opposed
 - Combining both post BP completion To Dos:
 - 5 votes for one step
 - 2 votes for two steps
- Create custom reports of Workers on Leave, Workers Returning from Leave and Workers Returned from Leave reports so that UIN can be added

- Create a custom report for the addition of UINs:
 - 9 votes in favor and none opposed

- Absence Notification Suggestions - Dawn
 - Notice to the employee when eligible to take vacation.
 - Once a month report for upcoming time off date
 - Ask from one member if a notification could be sent out when prior state service is verified and they can begin vacation
 - 7 votes in favor and none opposed
 - Notice to the HR Contact (Absence Partner) or other when an employee has taken greater than 3 days sick leave
 - 8 votes in favor and none opposed
 - 6 members vote for biweekly notifications, 4 members voted for monthly notifications, one member was indifferent to either option
 - Voted as highest priority of the three absence notifications
 - Notice to employees who carry state comp time warning them of expiration.
 - 7 voted in favor and none opposed
 - Warning when an employee requests Vacation time off but has an Administrative and/or Comp time balance.
 - NOTE: Workday functionality does not allow us to pull time off balance information into validations at this time.

- FMLA software- Karol Patrick
 - Interest from TAMUCC, System Office, TAMU, HSC, Galveston, Agrilife, and Prairie View for a software to track FMLA cases
 - Possible central contract through ITSS

3. Next Steps and Action Items

Next meeting October 9, 2023