



Time & Absence Working Group

Date 12/12/23

Meeting Time 11:00AM – 12:00PM

Attendance:

Tykal, Dorris	Ham, Shannon	Portales, Ninette	Santo, Dawn
Tschatschula-Jones, Elizabeth	Gibson, Betty	Holden, Tempist	Karol, Patrick
Suehs, Kristen	Wise, Melony	Pittman, Melinda	Pierce, Octavia
Mirth, Kelsey	Toller, Patti	Escamilla, Jennifer	

1. Review Open Action Items:

- Absence notification for greater than 3 days of sick time- HAC approved, In Progress
- Notification to Employee to warn of upcoming expiration of State Comp Time- HAC approved, In Progress
- Create custom reports to Workers on Leave, Workers Returning from Leave, Workers Returned from Leave so UIN can be added- HAC approved, In Progress
- Create notification to Employee when they are eligible to use vacation- HAC approved, In Progress
- RFP for FMLA software tracking- HAC approved

2. Discussion Areas:

- Brayden Arnold, Business Analyst for Time & Absence, has accepted a position elsewhere
- Request to add name and UIN at the top of Excel report of time off balances
 - We are not able to change this Workday-delivered functionality
 - However, if you run the View Time Off Balance report the Employee name is included. From related actions > Time and Absence > View Time Off Balance
- Request that if the employee has available FLSA Comp Time there be some type of message that says that needs to be used before vacation leave or Unpaid Time Off. Also a similar message for use of vacation leave before using Unpaid Time Off.
 - We are not able to create help text or validations based on Employees' balances. This is not currently possible with Workday delivered functionality. If new functionality becomes available, we will evaluate it for this purpose.

- Request to have Maintain Accrual and Time Off Adjustments/Overrides not generate 0 hours in the units box
 - We are not able to change the Workday delivered functionality for this task. If new functionality becomes available, we will evaluate it for this purpose.
- Request to have time off requests (sick, vacation, etc.) not auto-populate with 8 hours
 - This is possible. It would show 0 until the Employee adds hours.
 - 12 voted in favor, none opposed
- Request for the Comment field to be required when an Employee uses Unpaid Time Off
 - 5 voted in favor, 7 opposed
- Request to prevent a person from approving their own leave requests. (Absence Partner approving time off or leaves that require approval after Manager approves.)
 - If there is only one absence partner in a supervisory organization then the task would fail and go to the central administrators
 - Many supervisory organizations have only one absence partner
 - Will need to research and test if there is a way to assign the task to an alternate role if the absence partner is the subject of the request
- Request to have options on the report “Sick Time Off Requiring Medical Note report” to select time off entered on or after, similar to the report “Pending Leave of Absence and Time Off Requests” to help capture leave entered retroactively.
 - 13 voted in favor, none opposed
- When do we want to enable the new time off functionality that I demo’d previously?
 - 9 voted in favor of enabling functionality, none opposed
 - Majority in favor of moving forward at most convenient timeframe

3. Next Steps and Action Items:

Next meeting February 13, 2024