



Time & Absence Working Group

Date 6/11/24

Meeting Time 11:00AM – 12:00PM

Attendance:

Vibbert, Lisa	Pierce, Octavia	Santo, Dawn	Patrick, Karol
Tschatschula-Jones, Elizabeth	Holden Tempist	Portales, Ninette	Suehs, Kirsten
Wise, Melony	Gibson, Betty	Escamilla, Jennifer	Gomez, Christina
Flores-Nevarez, Tina	Perez, Theresa	Toller, Patti	

1. Review Open Action Items:

- Create notification to Employee when they are eligible to use vacation- Completed 5/9
- Request to update Medical and Mental Health Care for Certain Veterans and Mental Health Leave for Peace Officers and Telecommunicators- do not carry forward a balance from one fiscal year to the next. This would zero out any hours granted at the end of the year. Completed 5/2
- RFP for FMLA software tracking- HAC approved, follow up in progress
- New time off functionality- some recent updates, testing

2. Discussion Areas:

- Prevent Absence Partner from approving their own absence requests
 - Time Offs and Leave of Absence (Request and Return)?
 - We can set up another role as an alternate approver. HR Partner?
 - Question about if this would bypass groups with more than one Absence Partner. Testing will be done to confirm if the step will still go to the alternate Absence Partner or bypass to the HR Partner.
 - Vote for enabling the HR Partner as an alternative approver for when Absence Partners submit Time Off of a Leave of Absence for themselves.
 - 11 votes yes, 0 votes no
- Request to add Department Head approval step to Request Leave of Absence after the Manager’s approval and before the Absence Partner’s approval step.
 - Everyone agree or opt in/opt out?
 - Questions raised whether to have the Department Head approval step be added to both Request Leave of Absence and Return from Leave of Absence.

- Confirmed potential for delay in Payroll to resume if the Return from Leave BP is not completed by the Department Head on time.
 - Mention of possibly creating a notification for the Department Head on the Return from Leave of Absence instead of adding a step.
 - Vote to create an optional Department Head approval step to Request Leave of Absence
 - 10 votes yes, 0 votes no
 - Vote to create an optional Department Head approval step to Return from Leave of Absence.
 - 0 votes yes, 10 votes no
- Change unpaid time off to a position-based plan
 - Issue: if an employee with more than one salaried position enters unpaid time off, pay is deducted from both positions.
 - If updated, a position will need to be selected when requesting Unpaid Time Off
 - Group requested more details and time to discuss with their shareholders prior to voting on proceeding with this change.
 - No vote made at this time. We will likely return this item to the next working group meeting for vote, once more information has been made available.
- Workday delivered Pending Leave of Absence and Time Off Requests report
 - Create custom report so we can add whom the item is awaiting action from?
 - Or add information to existing report (All Worker Time Off maybe)?
 - Or is the Business Process Transactions of Type Awaiting Action sufficient?
 - Discussed varying options for creating a custom report from the Pending Leave of Absence and Time Off Requests report, adding information to All Worker Time Off report (this would exclude Leave of Absence), or using the Business Process Transactions of Type Awaiting Action report to view the awaiting action person.
 - Group unanimously chose to continue with using the Business Process Transactions of Type Awaiting Action report as a solution for obtaining who the Awaiting Action is queued to.
 - No vote was taken as no new report changes will be needed.

3. Next Steps and Action Items:

~~Next meeting August 13, 2024 – Amy out of office for conference~~

Next meeting will be moved to August 20, 2024. A new calendar event will be sent out to Working Group members for this meeting.