

# Compensation Working Group Meeting Minutes

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Date: July 10, 2024

Time: 2 – 3 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

## Communication Allowances – Sri Kamarthi

There are two allowances for communication

- **Communication Allowance Description:** Allowance payment for use of cell phone or other communication. No centrally allocated funds (E&G, DT, UAF, AUF, Investment Earnings and Auxiliary Assessments) or differential tuition are allowed to pay communication allowances
- **Communication Equipment Allowance Description:** Allowance or one-time payment for mobile phones or other communication devices.
- As per the policy below, communication equipment allowance should be paid once every two years. This should be removed as an allowance type
  - **Communication Device Allowance** – provides a monetary contribution toward the employee's personal acquisition of a communication device. A device allowance may be paid once every two years.
- **Next Steps:**
  - Communication Allowance was used for more than 1500 employees system wide and Communication Equipment Allowance is only used for 5 employees.
  - Workday Services will work with the respective system members to switch the 5 employees to Communication Allowance
  - Once done, we will deactivate the Communication Equipment Allowance as an allowance plan but still keep it as a one-time payment plan

## Merit Impacts of FLSA and State Mandated Increases for Agencies – Sri Kamarthi

- If your member is planning to utilize EIBs for processing State Mandated Increases, you can use the attached template and complete the EIB request form on the Workday help site below.
  - <https://it.tamus.edu/workdayservices/support/forms/request-for-mass-load-eib/>
- If your member will be utilizing the merit module, completed EIB needs to be submitted **at least one week prior to merit initiation date**.
- If your members is **not** participating in merit, the latest date for sending us the completed EIB is 8/19/2024.

## Compensation Report Enhancements – Sri Kamarthi

- The report "In Progress Business Processes Impacting Merit" now includes a filter to only return Primary Position, and the Business Process Reason column has been added
- The "Compensation Changes Report" report now includes a prompt to filter for primary position only
- The "Compensation Plan Assignments with Actual End Dates" report now includes the UIN and a prompt to filter for primary position only

### Actual End Date on primary position compensation – Sri Kamarthi

- Actual End Date should not be used on the primary position compensation
- Temporary Salary Increases
  - For monthly employees, Temporary/Interim Increase can be added, and end date can be set on the allowance instead of the salary plan
  - For hourly employees, once the hourly rate is increased, another compensation change needs to be done effective in the future to bring the rate back to the original rate
  
- **Q) TAMU asked if we could create a validation stopping temporary/interim increases on base salary and only allow it as an allowance.**
  - **Yes, we can configure this validation**
  
- **TAMUCT- said for adjuncts they use actual end dates to stop compensation & encumbrance until they are able to get around to either adding compensation back or terminating the employee depending on whether the position is maintained or ended. They stated this is due to only having 5 HR employees to maintain and track their staffing events.**
  
- **TAMU asked why they don't terminate the adjuncts at the end of their work period or if they think they will be back in the fall, change the costing allocations to a holding account.**
  
- **TAMUCT said their process has worked for the past 2 years so they doubt they will be willing to change things up**