Time & Absence Working Group

Patti Toller	Karol Patrick	Christina Gomez	Dawn Santo
Melinda Pittman	Betty Gibson	Ashley Nguyen*	Octavia Pierce
Doris Tykal	Lisa Vibbert	Kristen Suehs	Tempist Holden

*Ashley Nguyen attended as proxy for Elizabeth Jones (TDEM)

Date 8/20/24
Meeting Time 11:00AM – 12:00PM

1. Review Open Action Items:

- New time off functionality- plan to release late fall/early spring. Journey presentation will introduce changes.
- 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.
    - Has happened approximately 15 times since moving to Workday
    - Workaround- Payroll Partner makes a manual adjustment to pay
  - If updated, a position will need to be selected when requesting Unpaid Time Off
  - More testing of impacts is needed

2. Discussion Areas:

- How much interest is there in an option for time clocks that integrate directly with Workday time tracking? (additional cost)
  - There was no spoken interest to pursue adding Time Clock integrations to Workday.

- How much interest is there in scheduling functionality within Workday? (additional cost)
  - There was one group interested in adding Scheduling functionality to Workday.

- How many of you are using the request overtime functionality?
  - Do you require it? Recommend it?
  - Do you have a need to review requests?
    - The two job aids related to Requesting Overtime:
      https://it.tamus.edu/workdayservices/training/job_aid/request-overtime/
      https://it.tamus.edu/workdayservices/training/job_aid/request-overtime-for-your-employee/

- Team Time Off calendar allows organizations to see when coworkers are out of office- not the time off type taken
    - Any concerns with how this is working?
        - There was a consensus to not adjust the access within Team Time Off view.

New Features 2024R2

Accrual Expiration-we will be testing whether this would be useful for us to use. Will not be automatic with the release.

Manager Insights Hub- provides information for Managers that crosses many functional areas. Working group was unsure whether Managers would utilize this.

3. Next Steps and Action Items:

   Next meeting October 7th, 2024