

Compensation Working Group

Meeting Minutes

Date: September 11, 2024

Time: 2 – 3 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Resource Updates – Sri Kamarthi

- Daniel Lewer has resigned from his position effective August 2024

Report Updates – Sri Kamarthi

- Discuss recent changes made in Compensation reports
 - Compensation Spreadsheet
 - Reminder to run as of date to see compensation as of a future date
 - Compensation Changes
 - Includes a prompt to filter for primary position only
 - Updated to include fields for FTE%, Annual Work Period, and Base Pay (Prorated)
- New report features to freeze and reorder columns
 - Reorder or filtering of columns is not saved when exported to excel

Merit Plan Assignment Updates – Sri Kamarthi

- *Current Behavior:* Merit Plan is automatically removed during Change Job (Transfer, Promotion, Job Classification Change etc.)
 - Causing issues with employees being removed from the merit module automatically
 - Changing a comp grade on the job profile during merit takes the employee out of the merit module
 - When a faculty member receives promotion, then the merit plan is being removed
- *Proposed Behavior:* Keep the merit plan assigned
 - Workday Services will run an automatic merit plan removal process to remove the merit plan from ineligible employees
 - Employees who moved from one member to another
 - Reduce employees with multiple merit plan assignments

Review list of steps in Compensation Business Process – Sri Kamarthi

- List of available approval/review steps in Compensation Business Process

- Request Compensation Change
 - Initiation
 - Review by *Research Partner* (for Research Professional Other Job Family – opt in by member)
 - Review by *Sponsored Research Partner* (for Research Professional Other Job Family - opt in by member)
 - Review by *Compensation Partner* (For Staff, Faculty, Student worker or Grad Assistant - opt in by member)
 - Review by *Faculty Partner* (For Faculty - opt in by member)
 - Approval by *Manager*
 - Approval by *Department Head*
 - Approval by *Executive Approver*

- Request One-Time Payment
 - Initiation
 - Review by *Budget Partner* (opt in by member)
 - Review by *Payroll Partner* (opt in by member)
 - Review by *Research Partner* (for Research Professional Other Job Family – opt in by member)
 - Review by *Compensation Partner* (For Staff, Faculty - opt in by member)
 - Review by *Faculty Partner* (For Faculty - opt in by member)
 - Approval by *Manager*
 - Approval by *Department Head*
 - Approval by *Executive Approver*

Compensation Partner Approval Step – Sri Kamarthi

- One-Time Payments for Graduate Assistants currently do not route to Compensation Partner
- TAMUCC submitted a request to revisit this
- No other members were interested in using the Comp Partner step
- TAMU is interested in using Graduate Partner approval step

New One-Time Payment Plan – Sri Kamarthi

- One-Time Merit Plan – Gross Up will be created on Sep 12

Prorating Compensation – Sri Kamarthi

- Workday looks at the Annual work period at the end of the period and if there is no change in compensation there is no sub period created
 - Employee transferred to a different department (manager) effective mid-month with a different work period but with same compensation
- Review scenarios in which a sub period is created
 - Company/Pay Group change
 - Compensation Change
 - New Hire/Rehire
 - Termination

Actual End Dates on Salary/Hourly plans – Sri Kamarthi

- TAMU requested a new validation to stop users from adding an end date on salary/hourly plans
 - Issue is because departments are using the end date for Faculty and not terminating them
 - For Temporary Salary Increase, an allowance needs to be added instead of increasing the base salary and end date should be added on the Temporary Salary Increase allowance
- TAMUCT wants to still use the end date as the HR office is centralized and they want to manage the terminations and rehires of adjunct faculty
- We can add a validation as an opt-in
- TAMU will be submitting an enhancement request