Date: December 3, 2024

Time: 10 – 11 a.m.

Microsoft Teams Meeting

Welcome & Roll Call

**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
* Compensation Working Group has already approved this updated process
* **Next Steps**: This will be added to HCM Advisory Council Approval on Jan 14, 2025

**Budgeted Hours 2080 vs 2088 – Sri Kamarthi**

* Merit reports and Merit grid were using 2088 hours and this has been later updated to 2080 hours
* No impact on actual budgeting/payroll of the employee
* In future, a table will be used to look at the correct number of hours for the respective fiscal year as hours might change every year

**Costing Allocation Updates – Sri Kamarthi**

* ***Positions Missing Costing Allocations*** report gives list of employees and positions without costing allocations. It can be run at a company level or a department level and for a specific employee type
* Costing Allocation EIB can be used to update costing on position restrictions as the best practice

**Merit Grid Alerts – Sri Kamarthi**

* Add a new alert for employees who have pending compensation or job change
* Pending change will prevent merit from being finalized
* Pending change should be completed or canceled prior to finalizing merit

**Customized Merit Statements – Sri Kamarthi**

* 8 members have utilized the customized statements this year with member specific language and logos
* Some considerations for the future:
* It is possible to have a separate template for Staff and Faculty.
* For Faculty, we can include their appointment details such as work period, title etc.
* We can delete letters if the merit percentage is incorrect.
* We can send letters to employees who did not get any type of increase and can select a different language/template for it