Time & Absence

Working Group

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| Elizabeth Tschatschula-Jones | Lisa Vibbert | Christina Gomez | Lawanda Stevens-Brown |
| Kirsten Suehs | Dawn Santo | Tempist Holden | Kylie Land |
| Doris Tykal | Octavia Pierce | Melony Wise | Christina Lugo |
| Betty Gibson | Shannon Ham | Theresa Perez | Jennifer Escamilla |
| Melinda Pittman | Patti Toller | Tina Flores-Nevarez |  |

Date 10/8/24

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- low instances, on hold until higher priority items are addressed.
* FMLA Software- I have followed up and confirmed with leadership that based on feedback from HROs and others, this is no longer being pursued.
* Accrual Expiration- initial tests look promising.

1. Discussion Areas:

***All voting items will be deferred to the next Time & Absence Working group meeting.***

* Remove the Manager’s ability to initiate placing an employee on Leave of Absence.
* Remove the Manager’s ability to initiate returning an employee from Leave of Absence.
* Extend the time that timesheets can be adjusted. Currently employees can go back three pay periods to adjust time entered. It has been requested to allow this to extend to the prior 6 pay periods.
* Require comments for Emergency Time Off.
  + Warning or hard stop?
  + Other Emergencies or all Emergency Time Off?
  + For all who enter or just certain roles?
* Wellness Release Time
* Additional discussion/questions
  + Can FMLA time off balance be added to the Absence balance screen?
  + If there is any way to notify the payroll partner if an international student goes over the allowed 20 hours per week.
  + Is there any way we can require an employee not use that month’s leave accruals until they have worked that month?
  + Is there any way when an employee submits FMLA time off that there is an alert that they also need to add paid leave also.
    - Some employees still think that FMLA is automatically set as paid leave.

# Next Steps and Action Items:

We will provide a more detailed look at the new Absence UI at the next meeting.

Next meeting December 10th, 2024