Time & Absence

 Working Group

Date 12/10/24

Meeting Time 11:00AM – 12:00PM

Betty Gibson

Tempist Holden

Jennifer Escamilla

Melony Wise

Karol Patrick

Jan Aspelund

Octavia Pierce

Dawn Santo

Theresa Perez

Kristen Suehs

Patti Toller

1. Review Open Action Items:
* New time off functionality- plan to release March with Workday release. Webinar this Wednesday to walk through the changes.
* FMLA Software- System Office HR is collecting requirements.
* Change unpaid time off to a position-based plan- low instances, on hold until higher priority items are addressed.
* Accrual Expiration- initial tests look promising.
* 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. Payroll sending this to HAC for approval.
1. Discussion Areas:
* FMLA eligibility report
	+ We verified that we should use a rolling year look back to base the eligibility.
	+ Final FMLA evaluations are made the first day that Leave will be taken.
	+ The preliminary FMLA report will be added to Sandbox for user testing over the next 2 weeks.
* Updates requested to reports: Separate column for last name, first name, UIN, Position ID (PIN)
	+ Time Summary Review
	+ All Worker Time Off
	+ Positions with No Time Entered in Date Range
	+ Time Off Balance for Terminated Employees
		- Vote: 7 Yes 0 No
* Remove the Manager’s ability to initiate placing an employee on Leave of Absence.
	+ - Vote: 8 Yes 0 No
* Remove the Manager’s ability to initiate returning an employee from Leave of Absence.
	+ - Vote: 8 Yes 0 No
* Require comments for Emergency Time Off.
	+ Warning or hard stop?
		- Discussed adding a warning to prompt employees to provide comments, additional documentation, or a link to policy.
	+ Other Emergencies or all Emergency Time Off?
	+ For all who enter or just certain roles?
		- Decided to hold off on a vote to allow for further discussion and planning.
* Wellness Release Time
	+ Can be entered on time sheets
	+ Discussed whether a time off is desired to track for salaried employees
		- At this time only one System Member desired a Time Off to track Wellness for Salaried employees, we will follow up with them directly.
* Request to give Timekeepers limited access to payroll results- Gross to Net and Payroll Input (TEEX)
	+ There were concerns expressed and preferences to not enable Timekeepers access to this information.
		- Vote: 0 Yes 5 No 1 Abstain
		- We will follow up with Payroll and the requesting member directly.
* To Do in Hire (triggers if Rehire is used as reason): Employee is a rehire and may qualify for restoration of Sick Time Off”
	+ Route to HR Partner *OR* Absence Partner based on member selection?
	+ Opt in/out of To Do?
		- The consensus was to keep the Absence Partner on the To Do.
		- No changes to Opt in/out selections
* Reminder/discussion Timekeeper role does not grant “approval” button on Review Time. Manager role is the only security role with approval for time entry.

# Next Steps and Action Items:

Next meeting February 11th, 2025