Time & Absence Working Group

Date 2/11/25

Meeting Time 11:00AM – 12:00PM

**Attendance**

Cervantez, Amber

Escamilla, Jennifer

Flores-Nevarez, Tina

Gibson, Betty

Gomez, Christina

Land, Kylie

Patrick, Karol

Pierce, Octavia

Pittman, Melina

Santo, Dawn

Suehs, Kristen

Thompson, Tammi

Toller, Patti

Tschatschula-Jones, Elizabeth

Wise, Melony

## Review Open Action Items:

* New time off functionality- plan to release March with Workday release.
* FMLA Software- System Office HR collected requirements.
* Change unpaid time off to a position-based plan- low instances, on hold until higher priority items are addressed.
* Accrual Expiration
* Employees can now update time sheets for the prior 6 pay periods.- **completed**
* Updates requested to reports: Separate column for first name, last name, Position ID (PIN)- **completed**.
  + Time Summary Review
  + All Worker Time Off
  + Positions with No Time Entered in Date Range
  + Time Off Balance for Terminated Employees
* Remove the Manager’s ability to initiate placing an employee on Leave of Absence. HAC approved- scheduled to move to production in March
* Remove the Manager’s ability to initiate returning an employee from Leave of Absence. HAC approved- scheduled to move to production in March

## Discussion Areas:

* Expectations of working group members
  + Be present for meetings or arrange a proxy
  + Prepare
    - Submit or bring ideas and problems/solutions for the group to discuss
    - Discuss agenda items with own team
  + After meeting
    - Take items of relevance back to own team
    - Submit follow-up questions or concerns
* 2025R1- no release weeks, etc.
  + New Absence UI
  + Overtime Request name change
* FYI- Benefits steps within Absence business processes
* FMLA eligibility report
* Create adjustments to reduce Donated Sick time
  + Adjustment for both Donated Sick (Taxed) and Donated Sick (Tax-Exempt)
    - 13 yes / 0 no
* Allow Timekeeper role “approval” button on Review Time.
  + 10 yes / 0 no
* Request to update Length of State Service report to add:
  + UIN, dates of hire, employee type, time type, and annual work period
    - 11 yes / 0 no
* TAMUCC would like some info on the following items:
  + Are you using Educational Release Time?
    - Funded by state or department source?
      * Several are using, funded by department
  + How do you manage sick leave pool grants and/or donations for employees on a grant source?
    - Has not come up for most
    - Some need to reach out to other team members for more information
    - “[W]e have had a few departments that didn't want to grant SLP due to grant funding.”
    - “We received some push back as well […] but if employee qualifies for the benefit [it’s] hard to deny because of funding. I will reach out to a few contacts and share feedback.”
* If interested in adjustments to Absence Partner To Do steps in Onboarding, please let us know and we can revisit the previous vote.
* Any other items?
  + Other options for adjusting paid holiday time for hourly employees?
    - Adjusting Calculated Time would work as well but is not a better alternative. We will explore solutions to simplify this.

## Next Steps and Action Items:

Next meeting April 8, 2025