Date: June 5, 2025

Time: 10 – 11 a.m.

Microsoft Teams Meeting

Welcome & Roll Call

**Merit SOR Form and Configuration Worksheet**

* Some updates to Merit SOR form are in progress
* Members should continue to use the current form
  + <https://it.tamus.edu/workdayservices/news-and-updates/annual-merit-process/>
* Best practice: Merit point of contact should collect all SORs and send it along with configuration worksheet 3 weeks prior to planned merit launch date in production

**Merit Plan Assignment and Eligibility process**

* Merit plan eligibility has been updated to keep the merit plan assigned during change job process
* This facilitates any EIBs that can be done during merit such as promotions or reclassifications or compensation changes
* A new removal process will be done for any employees who transferred from one system to another and have multiple merit plans

**Merit Budgeted Hours**

* Merit grid will reflect the updated hours for FY2026 – 2088

**Merit Alerts in the Grid**

* Two new alerts for In Progress Compensation Change and Change Job have been added to the merit grid
* Employees who have these alerts can be filtered for review

**Merit Award Clear Out – Discussion**

* Current process is when an employee has a parallel event during merit (compensation change or job change), the merit award entered will be cleared out
* Setting can be changed to keep the award
* This would be a setting at member level. Each member has option to choose to clear award or keep the award entered

Feedback: Like the option that it can be updated based on system member preference

**Sandbox Testing**

* Test new merit partners access
* Enter awards, run reports and get familiar with navigation
* If using for training, we can include virtuals in the merit module. Please specify this when requesting sandbox launch
* Reminder that sandbox refreshes every Friday and testing/training scheduled has to be completed within the specified week when merit is launched in sandbox
* Do we need a guide/checklist for sandbox testing?

Feedback: Yes, a guide/checklist would work for sandbox testing