Time & Absence

Working Group

Shannon Ham

Dawn Santo

Karol Patrick

Betty Gibson

Elizabeth Tschatschula-Jones

Jennifer Escamilla

Lesley Simental

Madelyn White

Lynlee Roe

Tempist Holden

Melony Wise

Natalie Bryan

Tina Flores-Nevarez

Tyisha Thomas

Amber Cervantez

Necole Stevens-Brown

Kristen Suehs

Date 8/12/25

Meeting Time 11:00AM – 12:00PM

1. Review Open Action Items:

* FMLA Software- awaiting completion of TAMUV project before proceeding.
* Change unpaid time off to a position-based plan- low instances, on hold until higher priority items are addressed.
* Accrual Expiration
* Remove the ability for Employees to Request Leave of Absence or Return from Leave of Absence- completed
* Require Absence Partner approval for all unpaid time off requests- completed
* Require Absence Partner approval for all Military Training/Duty time off requests-completed
* Updates to Request Absence – Type of Absence list updates- completed
  + Discussed possibly adjusting the FMLA Time Off Group Name to remove the Less than 30 days; No action for this at this time

1. Discussion Areas:

* Reporting item (discussed at the last meeting)- Time Summary Matrix report development
  + We will have the report available for testing in Sandbox for the next two weeks and pending any problems we will aim to release this report in Production following the no release weeks.
* TAMU SO: Do not send notification to the employee when Suspension with Pay time off is entered on their behalf
  + Vote: Yes 13; No 0
* TAMU: Automatically lapse sick time off 30 days after termination instead of 60 days.
  + Note- the process was previously set to run 30 days after termination but the working group requested we change it to 60 days after termination instead.
  + Vote: Yes 3; No 8
    - For the Members that voted Yes, we will discuss possible alternatives to this for the reporting issues they are running into
* Any other items?
  + Discussed what options would be available in Workday for KRONOS users if they were to move from that Time Tracking product

# Next Steps and Action Items:

Next meeting October 14, 2025 (agenda items in Asana by 9/30/25)