ATTENDEES
- **SEIU 925**: Pat Christopfel, Dornie MacKenzie, Kristen Sharp
- **UW**: Peter Denis, Jessie Garcia, Stephanie Godwin-Austen, A.J. Hartman, Joni Kirk, Jennifer Mallahan

MATERIALS
- 11/12/14 Meeting Summary
- SEIU 925 Issues & Impacts Spreadsheet
- HR/P Union Questions & Answers from the week of November 10 – 14 (delivered 9:50am)
- Leave Accruals information sheet (delivered 10:10am)

PAYROLL & BIWEEKLY PAY PERIODS
- System Testing: Paycheck and accrual functionality are defining components of a successful transition. A mock payroll run will be conducted at the end of 2014 to test functionality.
- Automatic Deductions:
  - UW follow-up: Will employees still be able to customize their contributions to voluntary benefits that only specify an annual maximum (e.g. front-loading yearly contributions to a Voluntary Investment Plan)?
- Transition to Biweekly: Financial planning informational sessions.
  - Certain employee groups with language or technological barriers may benefit from more individualized assistance.
  - Readiness teams will be deployed in the coming year throughout UW at the department level to help employees navigate the transition.
  - UW follow-up: Details surrounding how info sessions will be implemented; How will employees be informed? Will employees receive paid release time to attend?

TIMEKEEPING/ATR
- KRONOS will feed into Workday for employees at Harborview and UW Medical Center.

ACCRUALS
- Employees will be able to request projections of their future anticipated leave balances on Workday.
  - In Workday, sick and vacation leave accruals will be updated at the close of each biweekly payroll and available for use beginning with the following pay period.
  - A full-time employee will still be eligible for a maximum of 96 hours of sick leave per year.

IMPACTS ON PAYROLL JOBS
- SEIU 925 suggestion: Proactively educate/reinforce those designing and implementing the transition of potential issues related to skimming.
HR WORKDAY RECORDS/CORRECTIVE ACTION

- Access to employee files will be determined based on role, rather than individual.
- SEIU 925 concern: Including records of informal counseling in the employee’s Workday record could be a contract violation;
  - UW follow-up: UW will elevate this concern and keep SEIU 925 apprised.
- In Workday payroll coordinators will only have access to their own organizational structure.
- UW follow-up: Will it be possible to determine who has viewed a record in Workday?

DATA REPORTING

- SEIU 925 is encouraged to compile a “wish list” of data it would like reports on.

NEXT STEPS

- In the coming weeks, UW will prepare a comprehensive document compiling issues and resolutions that have been identified for the parties to inform their respective constituents.