

Shane Helper (Technology - Payroll system):

- The payroll system stores itemized pay information for Colleague.
- Pay statements display a summary of how a Colleague pay is set up.
- Stipends are grouped in pay classes.
- Customization of pay statements is possible but not done often due to monthly updates that overwrite changes.
- Monthly evaluations of system updates occur.
- An enhancement in June might address the itemized pay issue – they need to wait and see.
- Faculty should check their currently active stipends if they believe there is an error.
- Due to multiple inquiries, they are now looking into the update for itemized pay and its implementation.

Frank:

- Plans to move all stipends (except overloads) into base pay, presented to the cabinet on May 6th.
- This will create a cumulative gain for stipends like rank, so raises will include these amounts.
- The VPAA will bring back "beepers" (pay profile) for individual meetings with each faculty member.
- Will meet with department chairs to reinstate the process of discussing workload each semester, as errors lead to issues.
- Conversations about these changes will begin, but nothing will be implemented until at least the Fall.
- Once stipends are added to base pay, they cannot be changed until the following year.
- Working on a matrix for industry stipends due to questions about pay scale placement.
- Acknowledges the need for a formal pay structure rather than just a placement structure, but there's no immediate solution as it will take time to develop.
- Clarified that stipends are managed through the VPAA, not the payroll or business office, while overloads go through the department and then payroll.
- Encouraged everyone to review cabinet minutes (specifically from November) regarding the monthly payroll date decision, stating that all options have been exhausted on this issue.
- Plans to start conversations this summer about a more efficient process for delivering the FWA report so overload/parity pay can be received earlier, but this WILL NOT happen this summer and might start in the Fall if feasible.
- Suggested a targeted HR survey and will ask Tammy about developing one, emphasizing the need for it, especially when a VP of HR is hired.

Michael Sugden (Business Office - Payroll information):

- The Business Office processes payroll information and is separate from HR but connected.
- Payroll was moved to the Business Office due to overlaps with both business and HR functions.
- HR does not handle FWLR (Faculty Workload and Responsibility) – this is done by the department chair.
- The Business Office handles direct deposits, retirement, and health benefits.
- Emphasizes data management and separation of duties, meaning they cannot edit employee files (HR enters the information and communicates changes).
- Payroll errors should be addressed on a case-by-case basis via email to advise who can best resolve the issue, potentially involving IT, HR, and the Business Office.

Tammy Coats (Director of HR):

- The goal of HR is to streamline processes, provide customer service, be error-free, support employees, and make their lives easier.
- They added back the monthly pay date option (instead of combining all into one payroll cycle), but this can likely only be done once or upon initial hire due to the workload.
- The pay date is driven by TRS (Teacher Retirement System) requirements, due by the first week of the following month, with the official legislative due date being the 6th. There's a two-week grace period currently, but eventually, it will always be the 6th.
- Most payroll errors involve adjuncts whose in-person days and hours don't pull into the system correctly, as their system doesn't automatically capture online or tech-supported work.
- Some schools have a full-time person dedicated to reconciling TRS.
- It takes about 10 business days to fix all payroll errors manually, which is very time-consuming, and there are penalties for not fixing them. They have a TRS coach they consult with monthly.
- For TRS retirees, there's a limit of 11 days or 92 hours of work per month (not just at AC). ¹ Previously, working over 29 hours meant paying into TRS and becoming benefits-eligible, making it difficult to maintain exactly 29 hours.
- ORP (Optional Retirement Program) follows Texas codes and is administered by the Texas Higher Education Coordinating Board. Faculty or admin can only opt in once for life within 90 days of hire, choosing a provider that is a state vendor and partnering with local plan advisors (not personal advisors). Tammy will send a survey to ORP participants.
- The AC Benefit fund/Empower (403b) does not have Social Security money deducted due to TRS participation, meaning individuals are now entitled to full Social Security based on a spouse or previous employment.
- Discussed the DOL's tiered salary threshold structure for exempt and non-exempt (hourly and salary) positions. If hourly employees worked over 40 hours, they should have been paid overtime, but the system doesn't properly track days and hours for adjunct faculty to allow for overtime.

- Explained the "duties test" for exemptions, where many positions were moved to salary if they met the qualifications (using the example of adding FYS teaching requirements to success coaches).