

Employee Relations Committee

Meeting Minutes

November 21, 2024

UC Sequoyah Room

Call to Order: The meeting was called to order at 8:33 a.m.

Compliance Training (Dr. Laure Pou): The annual deadline for compliance training has been moved forward this year to December 1, 2024, due to the forthcoming implementation of DASH. The fourth and final reminder from K@TE, which only goes to those who have not completed the training, was distributed on November 19. The deadline for employees' Outside Interest Disclosure Form is also due early this year, due to the DASH implementation.

DASH (Dr. Laure Pou): DASH will go live to replace IRIS on January 6, 2025, and IRIS will no longer be available for use in early December, following the IRIS cutover calendar provided by UT System. These cutover dates include financial, payroll, and any other functions that are currently housed in IRIS. December 3, 2024 will be the deadline for most HR transactions in IRIS as the university prepares for the DASH launch, though dates can differ depending on the specific transactions. There are trainings available via Oracle Guided Learning, recordings, K@TE, the Friends of DASH website, and other platforms to display various HR and financial processes that will soon be initiated and finalized in DASH. Employees are encouraged to view and update their Employee Self-Service portal in IRIS (e.g., address for W-2 purposes, recent pay statements, etc.). The only thing that will remain in IRIS is timekeeping for payroll purposes. Where possible, all working and leave time for December should be entered in IRIS by Friday, December 20. Those areas with personnel working over the Winter Break will have an opportunity to record time through the end of December, and targeted communications will be sent to those areas on how to record their own and others' time, considering the administrative closure days. The implementation of DASH has presented many rapid changes, so employees are strongly encouraged to pay close attention to email communications regarding DASH from both UT System and UTC Finance & Administration departments.

Timekeeping Procedures for Nonexempt Employees (Dr. Laure Pou): Recently, a Texas judge handed down a ruling which overturned the July 2024 and proposed January 2025 increase to the FLSA salary threshold that was discussed in previous meetings and

communications. If the changes took effect, it would have impacted nearly 300 exempt employees, but we have reverted to the 2019 threshold of \$35,568.00 annually.

Other Matters:

- The Staff Senate Bylaws have gone through a rigorous process of review and approval among both representative groups and campus leadership, and legal counsel. More information regarding Staff Senate elections will come in Spring 2025, and the ERC will remain as a permanent standing committee in the new representative model.
- A winter potluck, as in past years, will be held in December, to replace the normal ERC meeting.

Next Meeting: Thursday, January 16, 2025