1. FMLA Discussion – Guest Mindy Allen, UM Leave Admin Team (LAT)
   a. Mindy discussed a few items that were brought from the HRDC group; Key take aways are:
      i. Academic FMLA – Very complex; Hard to centralize; Currently addressing each as case by case; LAT will reach out to the supervisor and the HR Business Partner to obtain information;
      ii. Return to Work – For FMLA Self leaves, the Fit for duty form is required to be turned in to the LAT in order for the employee to return to work. This form is provided from UNUM in the initial packet and should be returned to the LAT.
      iii. Failure to return from leave – Departments can process this ePAF. They should adjust timesheet accordingly and contact the LAT so they are aware and can close out the case.
      iv. Denial of FMLA for anything other than failure to return the certification – The LAT will discuss with the HR Office and department to explore other options for leave.
      v. Intermittent Leaves – They are a three-step process.
         1. Employee must adhere to department reporting requirements
         2. Employee must report absence to UNUM within 5 days or it may not be covered under FMLA
         3. Employee must enter the absence in T&L timesheet
   b. The LAT is happy to take questions at umleaveadmin@umsystem.edu

2. Extra Compensation Process – Request form required for all EXT
   a. Reminder of “Extra Compensation - Updated Campus Procedures” email sent by Amy McKenzie on 11/4/20
   b. All requests for extra comp, regardless of amount, now require Request for Extra Comp Form to be completed in full.
   c. Reminder that the requests should be submitted for approval before the work is to commence.
3. Winter Break and PPE 12/26/20 reminder

4. Leave Accruals
   a. Between the M2012 run (December Monthly) and M2101 (January monthly) there will be SIX weeks of accruals before reductions will be processed in the payroll
   b. Difference between Balance in Leave Balance Section and Leave Balance Details Section can usually be explained by:
      i. Time taken in T&L but not yet run through payroll
      ii. Time taken in T&L, run through payroll but next leave accrual hasn’t processed (screenshot)

5. Pay Reducing Time Reporting Codes – Exempt
   a. Reminder of “Pay Reducing Time Reporting Codes for Exempt Employees” email sent by Amy McKenzie on 11/18/20

6. myHR Change to W4 forms planned for 2021
   a. Still in testing stage
   b. May be going live later in 2021
   c. Expecting to use delivered functionality which makes it easier for updates! The delivered functionality contains the full form and instructions.
   d. Adobe DC and a private computer will be required because it downloads personal data on the form to the computer before resubmitting into myHR
e. Employees without the Adobe/private computer will be required to print off the form and submit it to the Payroll Office

7. Income & Employment Verification Vendor Change – Keesha
   a. A new vendor, Corporate Cost Control or CCC, will be in place on December 1, 2020.