

Information Report

Vacation Payout

The Workday implementation was originally planned and conceived as a 14-month project that impacted HR, Finance, and Payroll in the first phase. The initial challenges included staffing and business process alignment in addition to the length or duration of the project. The biggest staffing challenge was having to maintain existing processes and systems while implementing new ones.

In March 2020, the project started experiencing interruptions due to COVID restrictions and moving the implementation to 100% online/remote. There were many other organizations that made the decision to pause on their Workday implementation due to uncertainty of the success of an implementation conducted online. This had not been attempted by the Workday consultants and caused many challenges. There were also staff members at Collin that contracted the virus or were required to quarantine from exposure.

Also, a winter storm emergency that struck the area came just as this testing was starting up. We were forced to not only cancel testing during the week in which operations at the College were suspended but also the week after. The aftermath of the storm required key staff again to focus on restoring campus operations and testing operations were on hold. Many of the staff were also dealing with their own living conditions and crises. In total, we estimate that we lost about 12 days of testing from the storm and its aftermath.

The majority of key staff involved in the Workday implementation were not able to utilize accrued vacation time. Last year, additional vacation time was allowed to roll that exceeded the usual 120-hour limit. It impacted key staff involved in the Workday project because there would have been a delay in the successful implementation and a delay in the go-live date if staff were allowed to take the time off.

At the May and June OEP committee meetings, the Board of Trustees discussed and approved a local policy change to allow for consideration payment for unused vacation time when certain criteria were met. Based on the policy change, it was approved to pay a total of \$132,475 to 35 employees averaging \$3,785 per employee. Payments were adjusted to reflect differing levels of contribution. Approximately \$86,975 will be paid through CARES Act funding due to COVID related delays.

Employees received the payments in their July paychecks.

Resource:

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