

[Click here](#) to find out exactly what you can action in Workday and what notifications you get for your role based on the changes we've recently made.



Workday weekly roundup



Key Changes this week

- ☐ We have made some changes to the Wages system to stop restaurant managers posting manual adjustments / training hours for Nandocas who are on furlough or temporary lay off [more detail here](#).
- ☐ Working Nandocas requesting holiday though Workday will now go to their MD, Patrao and Assistants. When someone approves the request will disappear from everyone else's inbox.



Payroll & PST will not available on bank holiday Monday, or over the weekend.

However, Payroll may be in touch (via email or phone) on Monday if we've discovered a pay issue, or if you've already raised a query regarding incorrect pay for a Nandoca. Make sure you check your emails and respond timely so we can make any necessary corrections in time for payroll cut off.



Dates for your diary

- ✓ Drop-in sessions, ask us anything about Workday Tuesday 26th May 3pm and Thursday 28th May 11am, click [here](#) to drop in.
- ✓ Workday Reporting Training sessions Tuesday 26th May 2pm and Thursday 28th May 10am, click [here](#) to attend.
- ✓ Workday [maintenance window](#) every Saturday 7am – 11am.



Things to remember

When you're actioning things in Workday:

- ☐ Position Management vs Job Management, what's the difference? [Guide here](#).
- ☐ When transferring Nandocas, remember to select the Nandoca organisation, guide [here](#).
- ☐ Nandocas on furlough are currently unable to requests holidays in Workday.
- ☐ When returning a Nandoca from leave, make sure they're last day of absence is the last day they're receiving furlough pay. The first day at work is the date they're back working, click [here](#) for more info.
- ☐ Visits [Zendesk](#) for all Workday guides and FAQs! **Don't forget Zendesk help is 24/7!**



New FAQs:

1. [What do I do if I have 2 Patrao's running the same restaurant?](#)
2. [What do I do when a Patrao or Patrao In Waiting is covering another Patrao due to long term leave e.g. Maternity, Furlough or Long Term Sickness?](#)
3. [What do I do if a 1st AM is doing a long term hold or Flying Higher hold in the place of a Patrao?](#)

