



Workday weekly roundup



Key themes from the week:

- If a Nandoca needs to be transferred to a different restaurant and the Patrao and AM is furloughed, please contact PST.
- When transferring Nandocas, remember to select the Nandoca organisation, guide [here](#).
- [Here's](#) some examples to help you bring Nandocas back from furlough leave on the correct dates.
- When transferring a Patrao, Manager or Supervisor to a different restaurant, you can have them in the same position as someone else, as long as that person is "on leave" in Workday. This is called "position overlap" – there's no need to create a new position. More info [here](#).
- If you need a new position in your restaurant, please contact your People Partner, not PST.
- Managers are unable to post manual adjustments / training hours for Nandocas who are on furlough or temporary lay off in Wages, [more detail here](#).



If you accidentally terminate a Nandoca (make them a leaver) in Workday, please contact PST immediately so we can fix this the same day. If someone is going on unpaid leave, do not terminate them, put them on unpaid leave.



Dates for your diary

Drop-in sessions, ask us anything about Workday, click here to drop in:

- ✓ Tuesday 9th June 2 pm - 4 pm
- ✓ Thursday 11th June 10 am – 12 pm
- ✓ Workday [maintenance window](#) every Saturday 7am – 11am.

Next week!

- From Monday 8th June furloughed Nandocas will be able to book holidays in Workday. Holiday approvals go to the AMs, Patraos and MDs whether the restaurant is open or not. When someone approves, the request will disappear from everyone else's Workday inbox.



New guides and FAQs

1. [Unfurloughing and impact on pay](#)

Visits [Zendesk](#) for all Workday guides and FAQs!

Payroll & PST will not available over the weekend.

Don't forget Zendesk help is 24/7!

