



Unpaid Hours

We've got a solution in Workday, that allows you to add "dropped hours" for a Nandoca, if they've voluntarily given up hours or dropped a shift.

Why are we doing it?

To give clarity to around whether a Nandoca has "dropped hours" by choice or not given their contracted hours

To better understand why people are not reaching contracted hours

To ensure we're not topping up our JRS claim unnecessarily

How do I do this?

Ensure you've entered the current contracted hours in Wages
Log into **Workday**, navigate to the Nandoca profile, and enter the dropped hours/shift in as "**unpaid hours**", you can edit the amount hours 'dropped', and you must add a add a comment to explain why

[Here](#) is a guide to help you

