



Workday Weekly Round-Up

Reminders!



- ❑ We have a new solution for paying Nandoca's a travel allowance, click [HERE](#) for a reminder of the comms
- ❑ We have a new solution for recording dropped shifts, click [HERE](#) for a reminder of the comms
- ❑ Please remember to fill in the Missing NI spreadsheet before **30th June**
- ❑ When transferring Nandocas, remember to select the **Nandoca organisation**. The transfer will not take effect until the Nandoca has accepted their new T&Cs in Workday. Guide [here](#)
- ❑ Don't forget the Workday [maintenance window](#) is every Saturday 7am – 11am

PST & Payroll support



PST and Payroll support is available 9am – 5pm Mon – Fri.

You can visit Nandoca Zendesk 24/7 for “How to” guides and FAQs. If you need guiding through a process, they can also screenshare with you.

To find out where to go for help on some of the most common questions, click [here](#)

New FAQs and Guides!

[How to find out if a process has successfully completed](#)



[How to delete a task that I initiated that is stuck in my inbox](#)

Click [here](#) to visit Zendesk for all Workday guides and FAQs!

Workday drop-in session – **NEW LINK!**



We're running a drop-in session for Ops Managers to “drop in” any time to ask us anything you might be stuck on, or if you need extra support actioning tasks in **Workday**. Click [here](#) to drop in:

✓ Tuesday 30th June 10am – 12pm

Feedback

We would love to hear your feedback – as we're working on ensuring you get the right messages at the right time, in the right way!

