



Workday Weekly Round-Up



Reminders!

- ❑ MDs Please remember to fill in the spreadsheet for any hourly Nandoca's that need **Travel Allowance back pay** before **EOP Tuesday 7th July** – Please see [here](#) for the comms
- ❑ Please ensure you **click submit** on any tasks in your inbox once complete. **Tasks 'saved for later'** in your inbox do not go to anyone else to review/approve and **won't complete**.
- ❑ **All Nandoca's** returning from **Furlough** should have their **Actual Last Day** of Absence as the **Sunday**, with their **First Day Back** at Work on the **Monday**
- ❑ Remember when returning any Nandoca's from Furlough for next week to remove their holiday block
- ❑ Don't forget the **Workday [maintenance window](#)** is every Saturday 7am – 11am



Workday drop-in sessions and PST & Payroll Support

As we have now been live for 8 weeks and are moving into business as usual **we will no longer be running regular weekly drop-in sessions** for Ops Managers to “drop in” any time to ask us anything they might be stuck on. However, if you need extra support actioning tasks in **Workday you can contact the PST by phone and they can screenshare with you on teams**.

We will continue to run ad-hoc drop-in sessions when we launch new functionality, so watch this space!

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



Watch Outs!

- ❑ Remember that you always need to ‘**return**’ Nandoca's from all types of long term absence in **Workday** e.g. **Sabbatical and Maternity**
- ❑ When changing someone's **contracted hours** only edit the **Scheduled Weekly Hours** and NOT the Default



New FAQs, Guides and Features!

- **NEW REPORT AVAILABLE** – **Sabbatical Notification Report**
- **MDs** You can also use the **Travel Allowance** functionality for **Op's Managers** We have updated the guide to show you how:

[How to Add Travel Allowance for Nandoca's and Managers](#)

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



Feedback

We would love to hear your feedback

