



Workday Weekly Round-Up



Reminders!



- ❑ **MDs** The deadline to fill in the spreadsheet for any hourly Nandoca's that need Travel Allowance back pay has now passed. These payments are now being processed so we can't accept any more.
- ❑ **Flexible Furlough** is live from **Monday 13th July** – See comms [here](#)
- ❑ Don't forget the **Workday [maintenance window](#)** is every Saturday 7am – 11am

Workday drop-in sessions and PST & Payroll Support



We will be running **2 Drop In sessions** to help you with the Flexible Furlough process. The drop-in sessions are for **Ops Managers** to “drop in” any time to ask us anything you might be stuck on or to ask any questions you have on processing Flexible Furlough.

Click [here](#) to join on:

- ✓ **Monday 13th July 10am-12pm**
- ✓ **Wednesday 15th July 10am-12pm**



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**



New FAQs, Guides and Features!

FLEXIBLE FULOUGH Available from Monday 13th July
[How do I put someone on Flexible Furlough?](#)

IMPORTANT!

- Flexible Furlough can only start on a Monday
- Flexible Furlough CAN NOT be back dated to previous pay weeks



[How to Process PCA Changes in Workday](#)

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

Feedback

We would love to hear your feedback

