



Workday Weekly Round-Up



Reminders!

- ☐ **Flexible Furlough** for hourly paid Nandoca's is now **LIVE** – See comms [here](#)
- ☐ Don't forget that Managers unfurloughed mid-week and working over the weekend will be owed 2 days TOIL – Please remember to send your trackers! Check the process [here](#)
- ☐ **Patraos** – Please make sure you are actioning absence requests ASAP to remove them from your MDs inbox
- ☐ **Workday** [maintenance window](#) is every Saturday 7am – 11am



Watch Outs!

- ☐ Remember that you always need to 'return' Nandocas from all types of long term absence in **Workday** e.g. **Sabbatical and Maternity**. This will not happen automatically
- ☐ We have noticed a small increase in some of our maternity absences not being processed through WD before payroll cutoff. Please can you keep an eye out for mat/pat requests in your inboxes.



New FAQs, Guides and Features!

[How do I put someone on Flexible Furlough?](#)

[When reopening a restaurant when should a Manager be unfurloughed?](#)

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



PST & Payroll Support

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



Feedback

We would love to hear your feedback!

Please do let us know if we can do anything different to make sure the right information is reaching you at the right time.

