

Need Your Assistance DOCUMENTATION FOR WORKDAY EXPANSION



From the Desk of Bettina Brayshaw – Workday HCM Lead

This email is being sent to USBL business representatives whose assistance is needed for the Workday Phase II expansion.

Last week, Paul Moskowitz announced the FY20 Workday Expansion plans. As many of you know, several areas of work to enable this next phase are very active and are now moving quickly to get ready for the design process.

Non-Union Absence Policy Review due Wednesday, April 3

The next phase of Workday requires additional programming for absence/time off policies. Since we received all of your non-union policy documents last year (thanks again!), we only need you to review and confirm that what we have documented is correct and current.

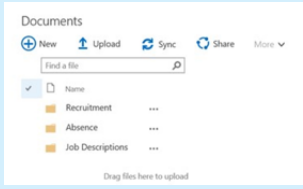
Please be sure to review all the tabs of the spreadsheet and follow the instructions at the top of the file.

INSTRUCTIONS:

Group	Entity Name	Company	New Hire Eligibility	Existing Associates	Tenure
Smart Supply	PL52443 - Gilchrist & Swames - US	US2443	Describe when a new hire is eligible to accrue vacation, or when vacation is granted. Please verify or document periods accrued in subsequent production periods, or different rules for accrual during the first year.	Describe when an existing associate begins to accrue at a higher rate.	
FreshPure - PR	FP - Puerto Rico	PR1291	Will accrue vacation provided employee works more than 100 hours/calendar month. Begin accruing immediately at	Will accrue vacation provided employee works more than 100 hours/calendar month. Vacation is accrued, not granted in lump sum. Associates start earning	

INSTRUCTIONS

How to Submit and/or Review Your Documents

1. [Click here](#) to access the SharePoint folder.
 2. Go into the Absence folder.
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3. Find your location/business.
 4. Complete the request.

Once you're done, email [Brenda Macarty](#) and include "Changes Complete" or "No Changes" in the email. Contact [Brenda Macarty](#) with questions.

Again, we know you all have busy schedules and long, long to-do lists. We'll continue to be mindful of your time as we need your support in the future. In the meantime, we truly appreciate your timely help with this request.

Regards,
Bettina Brayshaw, Workday HCM Lead