

# Need Your Assistance DOCUMENTATION FOR WORKDAY EXPANSION



From the Desks of Bettina Brayshaw – Workday HCM Lead  
and Melinda Torbett – Workday Recruiting Lead

This email is being sent to Specialty Meats 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.

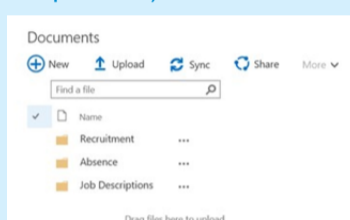
## We Need Your Help — 3 Deadlines Ahead

According to our project plans, we need help gathering a variety of information about your location. Below is a summary of everything we need, the associated deadlines and the links to submit your documentation. Please know that we understand that this email is probably one of many in your inbox and yet one more thing for your to-do list. So, we've prioritized the requests and deadlines to help balance your already large workload as much as possible. In return, we ask that you help us by meeting (or beating!) the deadlines listed.

### INSTRUCTIONS

#### How to Submit and/or Review Your Documents

1. [Click here](#) to access the SharePoint folder.
2. Go into the topic folder (EX: "Absence" folder is used for Request #1).



3. Find your location/business.
4. Complete the request.

### Request #1 — 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:**

Describes when a new hire is eligible to accrue vacation, or when vacation is granted. Please verify or document any rules around waiting periods, probation periods, or different rules for accrual during the first year.

Describes when an existing associate begins to accrue at a higher rate



Group	Entity Name	Company C	New Hire Eligibility	Existing Associates - V	Tenur (Y
Guest Supply	PUS2443 - Gilchrist & Soames - US	US2443			
FreshPoint - PR	FP - Puerto Rico	PR1291	Will accrue vacation provided employee works more than 130hours/calendar month	Will accrue vacation provided employee works more than 130hours/calendar month	
			Begin accruing immediately at	Vacation is accrued, not granted in lump sum. Associates start earning	

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

### Request #2 — Job Requisition Forms and Offer Letter Templates due Friday, April 5

Now it's time to move ahead and get ready for Workday Recruiting! The first item we need is a **copy of all your Job Requisition Forms and Offer Letter Templates**. You can provide the file(s) in any format — Word documents, PDFs of screenshots, etc. Contact [Natalia Toledo](#) with any questions.

### Request #3 — Additional Workday Recruiting Information due Wednesday, April 10

The second Workday Recruiting request is a bit larger, so we're giving you more time to gather and upload the materials. Again, you can provide the files in any format — Word documents, PDFs of screenshots, etc. Please provide the following:

1. All interview guides
2. All screening questions
3. All minimum qualification questionnaires, only if this is not included in your job description and/or job profile
4. Samples of all candidate communications (i.e., Request to Schedule Phone Interviews, Background Check Launched and other sample candidate correspondence)

**NOTE:** If there are recruiting items requested that you do not have, please email [Natalia Toledo](#) so we can remove you from the follow-up communication.

Contact [Natalia Toledo](#) with any 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  
and  
Melinda Torbett, Workday Recruiting Lead