

PAYROLL AND TIME TRACKING

Design Workshops

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From the Desk of Jennifer Gourley – Workday Lead

This email is being sent to all Payroll Design Workshop Attendees.

We have completed a thorough review of the Payroll and Time Tracking Design Workshop schedule. In an effort to make the most of your time, we've identified the workshop dates applicable to each attendee. Topics have been grouped as efficiently as possible to make the best use of your schedules while ensuring that each of the important topics noted in the enclosed agenda is addressed.

Scheduling Information

- **No Time Tracking Design Workshops will be scheduled for Thursday 5/30 – Friday 5/31/19.** Any initial information needed for time and absence will be addressed during the Payroll Workshops the following week.
- **New meeting invitations will be sent to replace the placeholders previously sent for 6/3 – 6/6.** We will only send invitations to you for the workshop dates that you are required to attend. If the placeholder for a given workshop is not required for your role, it will not be replaced on your calendar. If you are not able to attend during a required workshop, please respond to the meeting invitation(s) and ensure that another member of your team who can represent your function or the payroll processes of your business segment will be able to attend.
- If, upon reviewing the attached agenda, you believe there is an "optional" workshop you should attend on behalf of your business, please advise the meeting organizer to determine if you or a designee for your business segment or function should be in attendance.

The attached [spreadsheet](#) and [agenda](#) outline when your attendance is required and when it is optional.

PAYROLL COORDINATORS/LIAISONS

- Workshops on Day 2 through the morning of Day 4 are more relevant to payroll activities that are handled by SBS Payroll and will not be required for most who act in Payroll Coordinator/Liaison roles in the field.
- Payroll Coordinator/Liaisons should plan to be in attendance on Day 1 and on the afternoon of Day 4.
- If, upon reviewing the attached agenda, you believe there is an "optional" workshop you should attend on behalf of your business, please advise the meeting organizer to determine if you or a designee for your business segment or function should be in attendance.

Thank you again for your contribution to this process. We look forward to your participation.