



**To:** All Kay and Jared Banner Store, and Design & Service Center Team Members

**From:** Angie Long, Director North America Payroll

**Date:** March 27, 2020

**Subject:** How to Request PTO Through Workday

As we continue to navigate the ever-changing environment regarding COVID-19, we want to ensure you are paid timely and correctly.

Beginning March 29, 2020, Kay, Jared and Design & Service Center team members can request Paid Time Off (PTO) in Workday. This process should be used only during the time the Stores/Design & Service Centers are closed and unable to access the Schedules and Timecards System. **Please ensure time is not entered in both Workday and Schedules and Timecards.**

To request time off in Workday:

1. Log into Workday: <https://www.myworkday.com/wday/authgwy/signetjewelers/login.html>
  - a. Your username is your employee number.
  - b. If you do not know your password, you can use the *Forgot Password* link to reset your password or you may contact HR Express at [HRExpress@jewels.com](mailto:HRExpress@jewels.com) or call 1-800-877-8821 option 2, 2, 3.

2. Select the "Time Off" icon.



Time Off

3. In the Request section, select "Time Off."
4. In the Calendar view, click on the date(s) you want to request.
5. Click the "Request Time Off" button in the lower left corner.
6. Complete the required fields:
  - a. When: [shows the date requested]
  - b. Type: Vacation (scheduled)
  - c. Daily Quantity:

 Day - Request Time Off

- i. The maximum weekly number of hours that may be submitted for PTO compensation will be based upon your average weekly hours worked for the previous four-weeks that you worked, with a maximum of 40 hours per week. When requesting PTO in Workday, the daily request amount will prepopulate to 8 hours, this may need to be changed to request the *daily* amount that will total your prior 4-week average of hours worked. If a team member does not know their 4-week average, then they should contact their district manager or VPRO for assistance. Please keep in mind this is a **DAILY AMOUNT**.

1. For example, if a team member's prior 4-week average hours worked is 20 hours and they want to request 4 days of PTO, their request daily amount cannot exceed 5 hours per day for a weekly total of 20 hours.

7. Select Submit.



The request will then route to your manager for approval. **The request will appear in the managers' Workday inbox and must be approved for the team member to be paid.**

Team members may also request time off through the Workday App from your mobile device:

1. Select or download the Workday app 
2. Log into Workday
  - a. Your username is your employee number.
  - b. If you do not know your password, you can use the *Forgot Password* link to reset your password or you may contact HR Express at [HRExpress@jewels.com](mailto:HRExpress@jewels.com) or call 1-800-877-8821 option 2, 2, 3.
3. Answer the 2 security questions
4. Then follow the steps above to enter any PTO time.

The request will then route to your manager for approval. **The request will appear in the managers' Workday inbox and must be approved for the team member to be paid.**

Managers are also able to enter time off for their team members by following the steps below:



1. Select the "Team Time" icon. Team Time
2. In the Actions section, select "Enter Time Off."
3. Select the team member for which you need to enter time off.
4. Then follow steps 4-7 above.

If managers enter the paid time off request for their team members, the manager will not need to approve it.

As we continue our daily monitoring and assessment of the COVID-19 impact, we will be communicating necessary policy and procedure adjustments accordingly. Because the situation is evolving quickly, our best advice is to stay in contact with your district manager, call our dedicated COVID-19 hotline at 1-800-527-8014 or check [www.signetjewelers.com](http://www.signetjewelers.com) (the Team Member Resources tab) for the most current information and executive messages.