



WSF - [REDACTED]

Time Tracking Improvements

Manager Toolkit

What we need from you: Help prepare your employees for the upcoming changes to Windsor's Time Tracking process using the materials below



Manager Checklist

Check these items off to ensure that you and your employees are ready for this change



Communication Timeline

Communication deliverables timeline and where we need your assistance



High-level Messages

High-level talking points to help you communicate this change with your employees



Marketing Materials

The produced posters and table tents that will be printed and posted around the site



Manager Checklist

Check these items off to ensure that you and your employees are ready for this change

- Understand the new process; what's changing for your employees and what's changing for you
- Attend any training provided so you can learn about the changes in managing PTO
- Communicate with your employees using the messages in this toolkit
- Gather feedback and questions from your employees and deliver to xxx Vaughn
- Week of Aug 26:** Introduce the high-level messages applicable to your employees
- Week of Sep 2:** Reinforce this change with your employees and prepare them for Sep 9
- Friday, Sep 6:** Ensure that your employees understand what will be different when they walk in the door on Monday - talk to xxx Vaughn with questions ASAP
- Monday, Sep 9:** Request feedback from your employees about the first day with new process - deliver any issues to xxx Vaughn ASAP



High-level Messages

High-level talking points to help you communicate this change with your employees

Why are we doing this?

- Automated process = fewer manual calculations = less errors for time calculations = the right checks every time
- The company is investing in improving processes that impact you
- This will provide Windsor employees peace of mind, knowing that the hours they work (and the hours they spend away from work) are now sharing the system that manages their payroll, Dayforce, minimizing manual calculation errors and ensuring that Windsor employees get paid correctly, every time!

What's changing for you as a manager?

- Ability to access individual employee PTO pool
- Help to see your team's schedule more clearly
- Easy and quick access to view who has scheduled PTO
- Automated process for approving PTO requests

What's changing for Windsor employees?

- All Employees: Requesting Time Away
 - **Visit** - A computer near you
 - **Navigate** – To Dayforcehcm.com
 - **Complete** - The form with your time away request
 - **Press Submit** - To submit your request for review
- xxx Hourly: Clocking in
 - Badge into the building and then badge to start your shift
 - Does not impact recording time against work orders



Communication Timeline

Communication deliverables timeline and where we need your assistance

Timing	Audience	Content	Delivery
Aug 26	Managers	Meeting: Local project team meets with all site leadership (every person who has a direct report) to discuss this change in more detail and ask for their help in supporting this change.	15-minute Meeting hosted by Site Leader
Week of Aug 26	All Employees	Meetings: Site managers mention this change within their teams (existing team meetings or informal team updates) – this change is coming, the employee’s role, training information, and the high-level messages	Site managers provide this information to their employees
Aug 28	All Employees	Awareness Email: This change is coming, your role, training information, and the why	Distributed by Site Leader (From xxx) & printed and distributed by local support
Aug 28	All Employees	Posters and Table Tents: Distributed throughout the site	Local support will print and post materials
Aug 29 – Sep 4	Managers	Training Sessions: Education for their role in the process	Coordinated through the project team
Aug 29 – Sep 2	All Employees	Training Sessions: Education for their role in the process	Managers train employees
Week of Sep 2	All Employees	Meetings: Site managers reinforce the posters and email by having conversations with their team about the change using the prepared resources	Distributed by Site Leader (From xxx) to all site managers
Sep 3	All Employees	Coming Soon Email: Reminder of the change, reinforce the information and resources. What you need to know when you walk in on Monday.	Distributed by Site Leader (From xxx) & printed and distributed by local support
Sep 6	All Employees	Starting Monday Email: What you need to know when you walk in on Monday.	Distributed by Site Leader (From xxx)
Sep 6	All Employees	Starting Monday Flyer: A handout printed and handed to each employee as they leave for their final shift of the day	Distributed xxx (or other local support)
Sep 9	All Employees	Posters and Table Tents: Posters switched to Now Live posters, and handouts delivered to all employees with change details	Local support will print and post materials
Sep 9	All Employees	Now Live Email: Reminder of the change, reinforce the information and resources	Distributed by Site Leader (From xxx) & printed and distributed by local support



Marketing Materials

The produced posters and table tents that will be printed and posted around the site

Posters

Can be printed and posted around the site or handed out to your team

Flight Status

Timeline infographic to show the major milestones for this project

Flyers

These should be distributed the Friday before go-live, Sept 6, as employees are leaving for the day

Table Tents

Can be printed, cut, folded and placed in high-traffic areas like lunch rooms or coffee areas

Starting September 9, 2019

Windsor Time Tracking Improvements

One System for:

- Tracking the time you work
- Submitting time away from work requests
- Managing your PTO (personal time off) calendar and balance
- Reviewing your paychecks

This will provide Windsor employees peace of mind, knowing that the hours they work (and the hours they spend away from work) are now sharing the system that manages their payroll, Dayforce, minimizing manual calculation errors and ensuring that you get paid correctly, every time!

Starting September 9, 2019

Windsor Time Tracking Improvements

What's changing for you

Hourly Employees

Clocking in

Badge into the building and then badge to start your shift

Does not impact recording time against work orders

All Windsor Employees

Requesting Time Away

Visit - A computer near you

Navigate - To Dayforcehcm.com

Complete - The form with your time away request

Press Submit - To submit your request for review



Triumph Group

Windsor Time Tracking Improvements

Starting September 9, 2019

*Be on the lookout for more
details from your manager*



Windsor Time Tracking Improvements

Flight Status



7/29 – 8/15

Testing

performed by HR

8/29 – 9/4

**Manager
Training**

8/29 – 9/2

**Managers Train
Employees**

9/9

Go-Live



Triumph Group

Windsor Time Tracking Improvements

Flight Status



7/29 – 8/15

Testing

performed by HR

8/29 – 9/4

**Manager
Training**

8/29 – 9/2

**Managers Train
Employees**

9/9

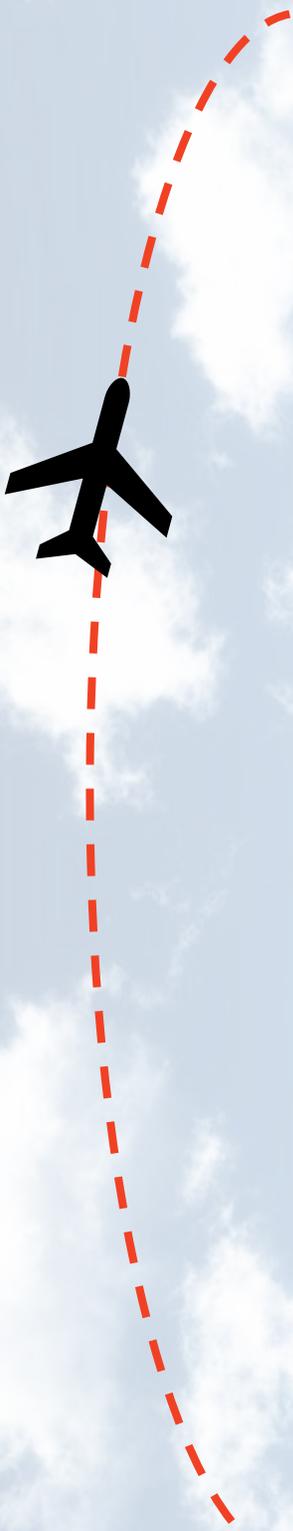
Go-Live



Triumph Group

Windsor Time Tracking Improvements

Flight Status



7/29 – 8/15

Testing

performed by HR

8/29 – 9/4

**Manager
Training**

8/29 – 9/2

**Managers Train
Employees**

9/9

Go-Live



Triumph Group

Windsor Time Tracking Improvements

Flight Status



7/29 – 8/15

Testing

performed by HR

8/29 – 9/4

**Manager
Training**

8/29 – 9/2

**Managers Train
Employees**

9/9

Go-Live



Triumph Group

NOW LIVE

Windsor Time Tracking Improvements

One System for:

- Tracking the time you work
- Submitting time away from work requests
- Managing your PTO (personal time off) calendar and balance
- Reviewing your paychecks



NOW LIVE

Windsor Time Tracking Improvements

What has changed for you

Hourly Employees

Clocking in

Badge into the building and then badge to start your shift

Does not impact recording time against work orders

All Windsor Employees

Requesting Time Away

Visit - A computer near you

Navigate - To Dayforcehcm.com

Complete - The form with your time away request

Press Submit - To submit your request for review



Triumph Group

STARTING MONDAY

Windsor Time Tracking Improvements

This change will provide Windsor employees peace of mind, knowing that the hours they work (and the hours they spend away from work) are now sharing the system that manages their payroll, Dayforce, minimizing manual calculation errors and ensuring that you get paid correctly, every time!

One System for: Tracking the time you work | Submitting time away from work requests | Managing your PTO (personal time off) calendar and balance | Reviewing your paychecks

What is changing for you when you walk in the door on Monday, September 9, 2019

Hourly
Employees

Clocking in

Badge into the building and then badge to start your shift
Does not impact recording time against work orders

All Windsor
Employees

Requesting Time Away

Visit - A computer near you

Navigate - To Dayforcehcm.com

Complete - The form with your time away request

Press Submit - To submit your request for review



Triumph Group

This will provide Windsor employees peace of mind, knowing that the hours they work (and the hours they spend away from work) are now sharing the system that manages their payroll, Dayforce, minimizing manual calculation errors and ensuring that you get paid correctly, every time!

- One System for:**
- Tracking the time you work
 - Submitting time away from work requests
 - Managing your PTO (personal time off) calendar and balance
 - Reviewing your paychecks

Starting September 9, 2019

Windsor Time Tracking Improvements

Be on the lookout for more details from your manager

Requesting Time Away
Visit - A computer near you
Navigate - To Dayforcecm.com
Complete - The form with your time away request
Press Submit - To submit your request for review

All Windsor Employees

Clocking in
 Badge into the building and then badge to start your shift
 Does not impact recording time against work orders

Hourly Employees

What's changing for you

Starting September 9, 2019

Windsor Time Tracking Improvements

Be on the lookout for more details from your manager

This will provide Windsor employees peace of mind, knowing that the hours they work (and the hours they spend away from work) are now sharing the system that manages their payroll, Dayforce, minimizing manual calculation errors and ensuring that you get paid correctly, every time!

- Tracking the time you work
- Submitting time away from work requests
- Managing your PTO (personal time off) calendar and balance
- Reviewing your paychecks

One System for:

NOW LIVE

Windsor Time Tracking Improvements

Requesting Time Away
Visit - A computer near you
Navigate - To Dayforcecm.com
Complete - The form with your time away request
Press Submit - To submit your request for review

All Windsor Employees

Clocking in
Badge into the building and then badge to start your shift
Does not impact recording time against work orders

Hourly Employees

What has changed for you

NOW LIVE

Windsor Time Tracking Improvements