# Employee update

March 17, 2022

00:00-00:05 (woman addresses camera, with words on screen that say Employee Update, March 17, 2022)

Welcome to your employee update! I’m Mary Hightower and here are a few things you need to know.

00:08 White screen with logo in lower left. Top of screen has red lettering saying “covid update.”

COVID

Just a reminder that our COVID policy has changed. We are no longer requiring self-reporting.

00:16 poster saying “Masks recommended” appears on screen.”

And masks aren’t required, just recommended when you’re indoors where social distancing isn’t possible.

00:20 QR code appears on screen.

Check the QR code to see the full policy changes.

00:23 Top of screen has red lettering saying “Workday.” Shows screen grab of program announcing an upcoming absence for an employee.

WORKDAY

You may have noticed some changes in Workday. One that we’ve been asked about is the new landing page. Be aware that employees are now able to see the leave plans for their peers, even when the employees are not in the same location.

EVALUATIONS

00:34 Top of screen has red lettering saying “Evaluations,” and shows a calendar that says “31.” 00:35 Bullet point says “Due March 31.”

Supervisors, don’t forget your evaluations are due March 31.

00:40 Woman reappears.

Thanks for listening, and we’ll catch you next time.