

Hello Managers & Sr. Assistant Managers,

Please take a moment to review the important reminders below and share them with your senior assistants.

These guidelines help ensure accuracy, consistency, and smoother communication between our team and corporate departments.

1. HR Communication

- Use the **DTR_FLO_HR** email address for all HR-related matters. This ensures both Corinna and I receive (Thank you to those already doing this!)

2. Identify the Sender

- If someone other than the manager sends an email, please have them include their **full name** so we know who to respond to.

3. Review Recipients

- Double-check who's included before sending. Use **Reply All** when appropriate to keep everyone informed.

4. Employee Identification

- Always include **full employee names** (first and last) or at least the first name and **employee number**. With over 830 employees in Florida, nicknames or vague descriptions can cause delays.

5. Be Specific

- Avoid vague messages like “I have a guy who wants...” — provide complete details (including the sender's name per #2) to reduce back-and-forth clarification.

6. Transfers or Promotions with Pay Changes

*(Applies only to TT-to-Apprentice promotions — Regional **MUST** complete all FT promotions)*

- **Enter the new pay rate only on the Job Change Form.**
- **Do not enter the new rate directly in Workday.**

7. Job Change Forms

- Enter your **full name** in the “Requested by” field.
- Enter your **AVP's full name** in the “Approved by” field.
- Use **proper capitalization**—Corporate HR reviews these forms company-wide (over 40,000 employees).

8. Rehires

- Notify **DTR_FLO_HR** immediately when initiating a **drug/background screening** for a rehire.
- Confirm **AVP approval** before proceeding.

9. Terminations

- Notify your **AVP** as soon as you're aware of any **FT terminations**; they will request HR processing.
- Submit **PT terminations** as soon as they occur.
- This ensures timely recovery of PTO, merchandise, or other outstanding costs.

10. Termination Dates

- All three date fields must reflect the **last day worked** in **Kronos**.
- **Exception:** For **Job Abandonment**, use the **current date** for the top field and the **last day worked** for the other two.

11. Evaluations with Raises Above \$0.50

- If you select “YES” for a raise, the system defaults to **\$0.50**.
- For higher increases, email **DTR_FLO_HR** immediately after submitting the evaluation to ensure the correct rate is entered.

Thank you all for your attention to these details and for helping keep our processes consistent and efficient.