

Digital Workplace Frequently Asked Questions -

What is the reason that we are switching to DWP? Digital Workplace is meant to increase visibility and accessibility to frontline team members, enabling them to view their work schedule, submit vacation days, request to work overtime, and check attendance points, at any time, from anywhere.

Do any of the policies and practices regarding overtime deadlines and vacation deadlines change? No, all policies and practices will be maintained – only the platform is changing.

How do I check my schedule? You can check your schedule by logging into Kronos. The home page of Kronos will display your schedule. You can also adjust the timeframe view and filter dates to view by current day, week, or month.

How quickly will my schedule reflect changes made in Kronos? Almost immediately, all changes should update within a few minutes.

Will the wall schedules still be posted, or do I have to check DWP to see my schedule? Yes, all schedules will still be posted in the plant.

How do I volunteer for overtime or request a day off? To volunteer for OT or request a day off, log into Kronos from your phone, computer, or kiosk. Toward the top of your screen there will be a button labeled “Request Work Time” and a button labeled “Request Time Off.” For further instruction, please see the training material.

How do I submit my vacation / OT if I can't get into Kronos? If Kronos is down for any reason or you are struggling to log in, crewing can manually submit your request for vacation / OT. However, you will need to take the necessary steps to correct the outage that is preventing you from accessing Kronos i.e. password reset, etc.

What do I do if I find someone to work a shift/OT for me? You will still need to submit a sheet for premium FOT/VOT into crewing. Both parties will need to sign off on it as normal.

Will I still need a manager to sign a physical paper for vacation or floating holiday? No, you will no longer need a manager signature on a physical paper for vacation or floating holiday requests. You will still need to fill out the paper for safety days and days off with/without pay that are won through raffles etc.

How far in advance can I schedule a vacation day or floating holiday? You can schedule a floating holiday or vacation day as soon as you want to. However, it may not be approved until a later date due to Frito Lay vacation policies.

What should I do if my vacation day is approved, but I still see a few minutes I am scheduled? Notify crewing – this needs to be corrected. You will not be expected to work.

What if my attestation punches look incorrect? You can review your time punches in Kronos. You can view by *previous pay period*, *current pay period*, or *daily*. You can approve the timecard if it is accurate. You can reject the timecard if there is a discrepancy. Please note that a timecard cannot be approved or rejected if there are missing punches.

What is the “(x)” that sometimes appears? The (x) that sometimes appears in your attestation punches is due to a labor transfer that occurred for you. This likely means that your labor was moved to a different account (such as Fritos to Doritos). This requires no action on your part.

How do I check my attendance balance? Additional job aids will be provided once attendance is rolled out.

What is an accrual? How do I find out what my accruals are? Accruals are how much time you have left to use (in hours). You have a separate accrual for floating holiday time, vacation time, and sick time. Each of these can be checked when going to submit a vacation day. On the submission screen at the bottom, it will tell you your current accrual amounts. If you want to see your accruals for a future date, you can do so by changing the date on the accrual screen.

What should I do for a paid day off like a safety day? As outlined in the “Vacation Request Job Aid”, when you are requesting a safety day, you will request the time off, using the “Pay Code” UVOL-EXOC. You will also need to turn in a paper form to ensure that you get paid correctly and to ensure that attendance is not applied.

What should I do if I have a funeral leave, jury duty, military leave, educational leave, subpoena, etc.? All of these items will be reported through the call-in line at 855-PEP-CALL, the existing paperwork will need to be filled out, and documentation must be provided to HR.

What happens if my request is approved or denied? You will be able to view your request statuses on your schedule at the top of the day. Once it is approved or denied, the status will change. If a vacation day is approved, no further action is required, and you have the day off. If it is denied, you are expected to report to work and will get pointed accordingly if you choose not to do so.

What time will I know if my request is approved or denied? All current time cut-offs will be upheld with Digital Workplace rollout.

What if I cannot volunteer for a qualification that I have? Let crewing know and they will be able to update your qualifications in Kronos.

Can I submit time off or overtime requests from home? Yes! You can access Kronos from your cell phone or home computer / tablet. You can access Kronos via the web browser by visiting www.MyPepsiCo.com and navigating to Kronos. For further instruction, please see the training material.

How do I cancel a request I have submitted? To cancel a request, go to the request on your schedule. Open the request and hit the button that will appear to “Retract” your submission.

Can I be forced in while not at work? The same rules apply for being forced.

How do I sign to crew out? Submit a vacation day, but use the UVOL-EXOC Pay Code. In the situation that we will be crewing out, crewing will approve or decline the crew-out request according to current practices. If you are crewed out, you will be notified.

Why did you get rid of the paper books for signing to work / crew out? Since we are moving to a digital platform, having a book to sign would be redundant. We do not want our team members or crewers to be required to do double work.