Close-up of a tax form with a pen

Description automatically generatedLeader’s Digest January 2024

2023 W2’s mailing date is January 31, 2024. The quickest and most efficient way to receive your W-2 is to receive it electronically. We ask that you update your address in Paycor if it has changed. By logging into[**https://hcm.paycor.com**](https://hcm.paycor.com/authentication/signin)

Communication reminders will be sent via Go Happy and emails to the restaurants.

Former employees may call 1-610-520-1000 press #2 and leave their details if they have trouble accessing their W2’s.

**Training:**

Shift Classes: Saturday January 27th and March 26th

Open House: Saturday - January 20th and March 2nd

Acting RGM Class: January 18th, and March 14th

Xformity Class: January 16th, and February 13th

Career Conversations: January 8th (Conshohocken) January 11th (WV/Pitt) January 15th (Baltimore)

Leadership Essentials: March 4th 5th and 6th 9 Conshohocken

Building RGM Capabilities (Zoom): (Group 1) January 8th& 22nd, February 5th& 19th, March 4th

**Exciting News**

A person wearing a hat and smiling

Description automatically generated[Bryant: Life is Good with Summerwood!](https://summerwood.biz/blog/bryant-life-is-good-with-summerwood/)

Meet Bryant, a dedicated Restaurant General Manager (RGM) and Training Manager who leads our King of Prussia, PA Taco Bell, though he travels to other restaurants for his training role. Bryant has spent his entire 22-year career with us and credits much along the way to his time with the company. He’s climbed many rungs [… ] [Read More: Summerwood Blog](https://summerwood.biz/blog/bryant-life-is-good-with-summerwood/)

**IT:** Line Printers are/have arrived at the restaurants. **DO NOT ATTEMPT TO INSTALL THEM**. This will void your warranty and you will not be eligible for a free replacement printer if it becomes known it was not installed by “IT.”  Please wait for “IT” to install. With over 190 restaurants, we are installing them as quickly as possible.

When calling SOS Taco, always get an incident/ticket #. This is necessary for Summerwood “IT” to follow-up on the repair procedure. Make sure you give the incident/ticket # to the Summerwood “IT” tech.

A logo of hands washing

Description automatically generated**Food Safety: Prevention of Spreading Viruses**

Basic strategies to prevent the spread of viruses include-

* staying up to date on your vaccinations,
* washing your hands often,
* coughing or sneezing into your elbow, and
* staying home if you're feeling or are sick

**Marketing: New Cravings Value Menu**

A group of tacos and burritos

Description automatically generatedFirst Experience of 2024! **- January 11th** The Cravings Value Menu will now offer 10 items for under $3 and include six new permanent value products:

* Double Stacked Taco
* Cheesy Double Beef Burrito
* 3-Cheese Chicken Flatbread Melt
* Loaded Beef Nachos
* Chicken Enchilada Burrito
* Stacker

**Managers, be sure your Teams are aware and prepared for all promotions. Click the** [**Digital Offers**](https://mytacobell.yum.com/wps/myportal/tb/mtb/everything/site-operations/quick%20links/atch_digital%20offers%20pdf/!ut/p/z1/pZFNb8IwDIb_SjlwrGL6zXEIRAujUAFjzQWFJIWINu3aANt-_QKbJk0TQxO5OJFfP35jI4yeEZbkKLZEiVKSXL9T7K3jcAxhN7Ci4aQXQOQHdjKJvM5w4aEnhBGuqGAopczfBIQwk3WYazoOBbNrAzFdyyHgge17HXZWU6kqtUOpIrQ0NjzPDVpKxaVqA-MVqVWh70YjFG_acA7rsuL1xVFjEMmMmjeKHGqiVfyVagCXlLfh5SDo3siF3Os6ouhuzcRWKJIbZZbxujEqlqHVrQ9hnYYr5wF0Pb5IvgnTfuRowjzxZoPYGk7hS_AHI9Ue_KsebBetjoKf0FKWdaF3MP_niMNbHUZwZ4dPfJCMrRCmEAezRwc8a7yEhRtBGHl34kc_J_x7R6sQpX17ZsEJ4Q6qiiKw38x9NhnYTjo6vvdiEyet1gcaykVp/dz/d5/L2dBISEvZ0FBIS9nQSEh/) **for the full list of digital offers weekly.**

**Loss Prevention: *WINTER WEATHER WARNING***

Now is the time to prepare the stores for ice and snow.

* Be sure there is an ample supply of ice melt on hand.
* Check to see that a snow shovel is available and in good condition.

When ice and snow hit, we need to react.

* Keep sidewalks clear of ice and snow. This may require checking several times during your shift.
* If the lot is plowed, then snow will have to be shoveled away from the curb, so a customer doesn’t slip when stepping up.
* Have the door mats down at the entrance ways and keep the wet floor signs out.
* Keep dining room floors dry by doing frequent mopping.

When entering the store for an opening shift or the team leaving after a close, take your time getting to your car.

**Maintenance:**

Filter the fryers when prompted. Change the filter paper at least once a day after the fryer is filtered. This prevents clogs and preserves oil life.

Please turn off the cold rails at night. If the rail is not turned off, the ice buildup will ruin the rail.

Please turn off the rethermalizer each night and close the lid. With the lid closed, it will maintain temperature.

**Colonel’s Corner**

**New Year, New Wraps!** NEW to our lineup! Guests can choose from any of the following Wraps, still just 2 for $5: NEW! Spicy Mac & Cheese KFC Wrap, NEW! Honey BBQ KFC Wrap, Mac & Cheese KFC Wrap, The Classic KFC Wrap, or Spicy Slaw KFC Wrap.

KFC account holders can even get a FREE KFC Wrap when they order in the KFC app.**-**

**Call toll free 844-235-6816** to speak to a live

A red and white sign

Description automatically generated

**ROCC FOOD SAFETY STANDARDS IN 2024**

**Jan. 1, 2024**, ROCC, FSA will be focused primarily on the KFC standards that fall within the Big 6 categories. Review the updated 2024 FSCC Reference Guide to familiarize yourself with the Big 6 + Restaurant Basic Sections. [More at Team KFC](https://teamkfc.yum.com/wps/myportal/kfc/!ut/p/z0/04_Sj9CPykssy0xPLMnMz0vMAfIjypNzrfIzU6wMDQ3TDJOMjXTNzS1NdU0s0pJ0kwwTU3VNDFItDY0TE82NTcz0C7IdFQETpFo6/#sel=)

**e** Summerwood.navexone.com