

SUMMERWOOD

LEADER'S DIGEST

HUMAN RESOURCES

W2 Reminders

2025 W2's mailing date is January 31, 2026. We ask that you update your address, telephone number, or any other pertinent personal information through your Employee Self Service Portal in Paycom if it has changed. Communication reminders will be sent via Go Happy and emails to the restaurants. Former employees may call 610-520-1000 press #2 and leave their details if they have trouble accessing their W2's.

Paycom Timecards

All hourly employees at Taco Bell have access to their timecards through the Paycom application. Employees may view their timecards at any time. Every other Wednesday or Thursday, employees will receive a notification prompting them to approve their paychecks. It is imperative that this action is taken. Approving your paycheck ensures accurate and timely payment on the designated payday.



E2 Luxe Value Menu

Experience 2, you've got three weeks to complete your training!

- E2 Start Train:** 1/1- E2
- Early Access:** 1/16 - E2
- Start Sell:** 1/22

Starting the year off strong with the new luxe menu. Making a big splash:

- Ten value items under \$3 each!
5- existing products (customer favorites)
- 4-new products and 1-new LTO product.

Be sure to complete your training by January 22nd.



Training

Register via Cognito

Shift Classes:

- January 20th & 27th
- March 7th & 14th
(SAT-Conshohocken/BLT)

Open House:

- January 31st
- March 28th

Acting RGM Class:

- April 30th (in-person)
- June 25th (in-person)

Xformity Class:

- January 20th
- February 17th

Building RGM Capabilities (In-person, two-day class):

- Operations: February 2nd,
- People: February 23rd
(Conshohocken/WV)

BRC Scheduling (Zoom):

- Visit Cognito Site for registration

BRC Courses are available for RGMs and acting RGMs to sharpen their knowledge. [Sign up on Store Forms.](#)

EXCITING NEWS!



Year in Review: Summerwood's Top Ten Blog Favorites

We're closing out 2025 with a blog highlights rewind! The year saw many career milestone celebrations, team member spotlights and community outreach that truly fills our cup here at Summerwood. [Read More](#)

**SCAN TO
CONNECT**
TO ALL OF OUR
SOCIAL ACCOUNTS!



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Food Safety: Train Staff

A knowledgeable restaurant staff is your greatest ally in protecting guests and preventing foodborne illness. Each new team member should be regularly given instruction on proper cleaning and sanitizing protocols.

Sick workers have no place in food service - 12% of food service employees report having worked when they were sick with vomiting or diarrhea. Sick employees can easily spread pathogens to other employees and customers. Sick workers should stay home when sick.

IT

Managers notify IT as soon as equipment arrives. Summerwood is undergoing a lot of construction, and many restaurants will be receiving new equipment. The equipment should be stored in a safe place until IT arrives. This is the time of year when credit card scams are high.

Do not under any circumstance borrow IT equipment from another restaurant. All equipment is configured for the restaurant it is installed in and cannot be swapped with another restaurant.

All restaurants should check Kiosks and Front Counter payment devices daily for credit card skimmers. If you notice anything protruding from a device or if the credit reader is loose, immediately discontinue using the device and call IT immediately.

[Secure Payment Device Inspection Instructions](#)

Accounting:

Food/Soda/Paper/Supplies Transfer Delayed/Not Posted

Accounting will no longer manually adjust for Food, Soda, Paper, or Supplies transfers that were not posted or were delayed in the system. All transfers must be submitted and posted in the systems within the correct and same period for both the transferring and receiving stores. During period-end closing, if one store has already closed for the period while the other remains open, no transfers should occur between the two stores.

Loss Prevention:

Safety culture starts with you always working safely.

Being successful on the job means more than putting on clean clothes and a smile. It also means wearing your Personal Protective Equipment (PPE) to prevent severe injury.

The most effective PPE is the one that is being used. Stop and take a minute to protect yourself before performing a task that requires PPE. If you don't know, ask.

- Periodically check your gloves and shoes for wear and tear or damage. Make sure to clean and store them properly after each use.
- Ask your Manager in Charge (MIC) to order new safety equipment if you see worn or missing safety items such as gloves, box cutters, first aid supplies, ladders, etc.
- Only use the step stool or ladder to reach high areas.
- Use the heat-resistant glove and the tongs when removing items from the rethermalizer.
- Never block emergency exits or pathways, this includes the back door.
- Never leave a magnet on the back door to silence the alarm.
- Make that drop - no more than five \$20 bills in the register.
- Report unsafe conditions and suspicious individuals to your manager.
- Remind other Team Members how to work safely, recognize those who follow the proper procedures.



COLONEL'S CORNER

NEW: 2026 OPS SCORECARD TRAINING MATERIALS ARE NOW AVAILABLE

Ready to crush your 2026 goals? Lock in... the 2026 Ops Scorecard training material is now available.

[Read More](#)

HOSPITALITY FOCUS SHIFT HUDDLE SERIES

As part of our 'Hot Chicken, Warm Welcome' initiative, we are introducing a NEW shift huddle series!

From now through the remainder of 2026, each week we will focus on a Hospitality topic. This new WELCOME series will help to reinforce our current standards and ensure we are serving HOT CHICKEN with a WARM WELCOME to every one of our guests!

