

# SUMMERWOOD

## LEADER'S DIGEST

## HUMAN RESOURCES

### W2 Reminders

2025 W2's are available on Paycom. 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.

## Loss Prevention: Safety Procedures

- Never let anyone in through the back door.
- Never enter the restaurant in the morning if the door is left unlocked or if something seems suspicious. Instead, return to your vehicle and, once safe to do so, call the police.
- Never leave cash unattended.
- Use Loomis safe while also regularly skimming registers.
- Consistently engage with customers in the dining room.
- Bank down the register when drawer operators change.
- Never open the back door after dark for any reason (unless an emergency warrants it).
- Never exit out of the entry doors, unless you're leaving for the night, after the dining room is closed.
- Never let anyone in the restaurant after closing.
- All employees leave as a group at closing.
- Never re-enter the store after closing.
- Check all restrooms prior to closing.

## EXCITING NEWS!



### Summerwood Legacy Series: Meet the Arizaga Family

At Summerwood, we take pride in serving great tacos and fried chicken, but we're even more proud of the people who make it all possible. We strive to be a company that feels like family because our families are the ones who build us – quite literally! [Read More](#)

## Training

Register via Cognito

### Shift Classes:

- March 7th & 14th (SAT-Conshohocken/BLT)
- April 14th & 21st

### Open House:

- March 28th
- April 8th

### Acting RGM Class:

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

### Xformity Class:

- February 17th
- April 14th

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

- Operations: May 11th,
- 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.](#)

SCAN TO  
CONNECT  
TO ALL OF OUR  
SOCIAL ACCOUNTS!



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### Food Safety: Pest Control Companies

If your store uses Copescan, Rentokil, or Terminix as the Pest Control Operator and you require a monthly Service Report, send an email to [yum@rentokil.com](mailto:yum@rentokil.com). A response will be provided within 48 business hours.

Additionally, if your store uses Eco Lab as the Pest Control provider and you require a monthly service report, please call during business hours: **1(800) 325-1671**

The last six months of Service Reports should be consistently maintained on file for Audit purposes.



### 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](#)

### Bulk Editing + Sequencing & Storage Locations

Tracks recently introduced a new feature that provides restaurants with the ability to tag items to storage locations and sequence items on the count sheet. To learn more about this update, [watch video](#)

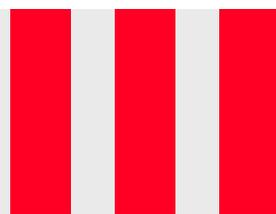


### MARKETING

## E3 Chicken Bacon Ranch Street Chalupas

Launches on Thursday, February 19, with the all-new Chicken Bacon Ranch Street Chalupas along with the Chicken Bacon Ranch topped fries. Mark your calendars for the Chocolate & Salted Caramel Empanadas arriving on March 3. Your teams will:

- Learn about *Seamless* experiences, the final pillar of Taco Bell's Serving Más initiative, which focuses on providing consistent service and order quality across all channels by prioritizing teamwork and fulfillment fundamentals.
- Brush up on **Order Fulfillment**, learning how to pack orders for a *Seamless* experience.



## COLONEL'S CORNER

### NEW: 2026 OPS SCORECARD TRAINING MATERIALS ARE NOW AVAILABLE

Back by popular demand, KFC® is now allowing prepack coleslaw! Review the details to get your teams started on returning to this optional procedure. [Read More](#)



### HOSPITALITY FOCUS SHIFT HUDDLE SERIES

The Hot Chicken focus for this huddle round is Hot & Spicy Wing Procedures, and the Warm Welcome focus is Make it Right.

Some observable behaviors and Ops tips that embody these focuses. Consider covering a different topic each day over the next 2 weeks to reinforce standards and resources. [Read More](#)