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 Enable our customers.  
 Elevate our business.



Driver Memo Number: 2021-41

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| <b>Date:</b> May 06, 2021  |
| <b>To:</b> All Company Drivers, Owner-Operators and Lease Operators  |
| <b>From:</b> Laura Olmstead, Senior Business Analyst   |
| <b>Issuing Department:</b> Continuous Improvement  |
| <b>Content Summary:</b> 1. New Herd Website Launch on Monday, May 10 <sup>th</sup> 2. First Time Logging In 3. Navigation Changes 4. Increased Mobile Responsiveness 5. Workday Links 6. Retiring Message Centre 7. Menu |



### New and Improved Herd Website Launch on Monday, May 10th.

To accommodate our new HR system, Workday, we are launching a new HERD website on Monday, May 10<sup>th</sup>.

To change to our Workday employee data, our web developers have been hard at work redesigning and rewriting every Herd page – that is over 230 pages. We have used this opportunity to make improvements to navigation and mobile functionality.

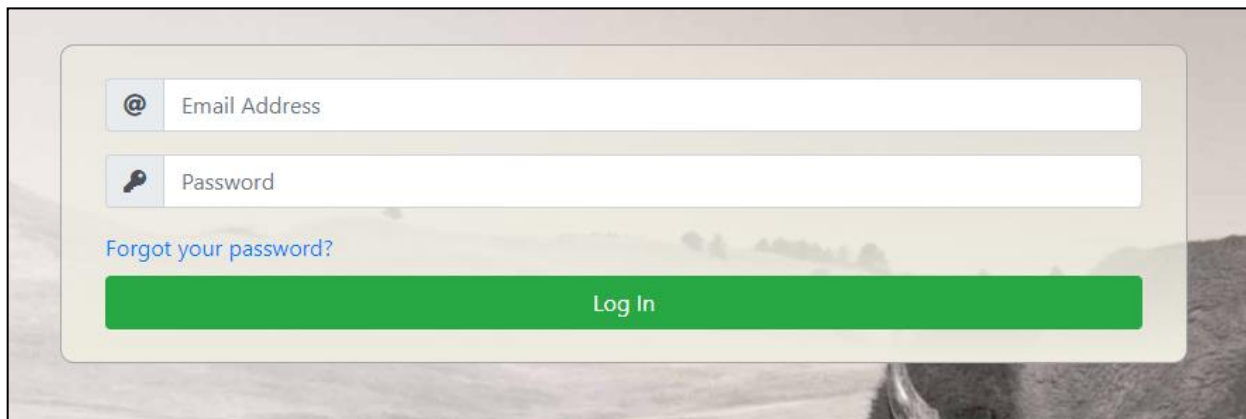
The Herd site will have same content such as your pay information, training courses, time off, news and documents, but has a new look and navigation! **The Herd2Go mobile app is not affected by any of these changes.**

This memo will cover the following changes coming to the Herd Website.

1. First Time Logging In
2. Navigation Changes
3. Increased Mobile Responsiveness
4. Workday Links
5. Retiring Message Centre

#### 1 First Time Logging In

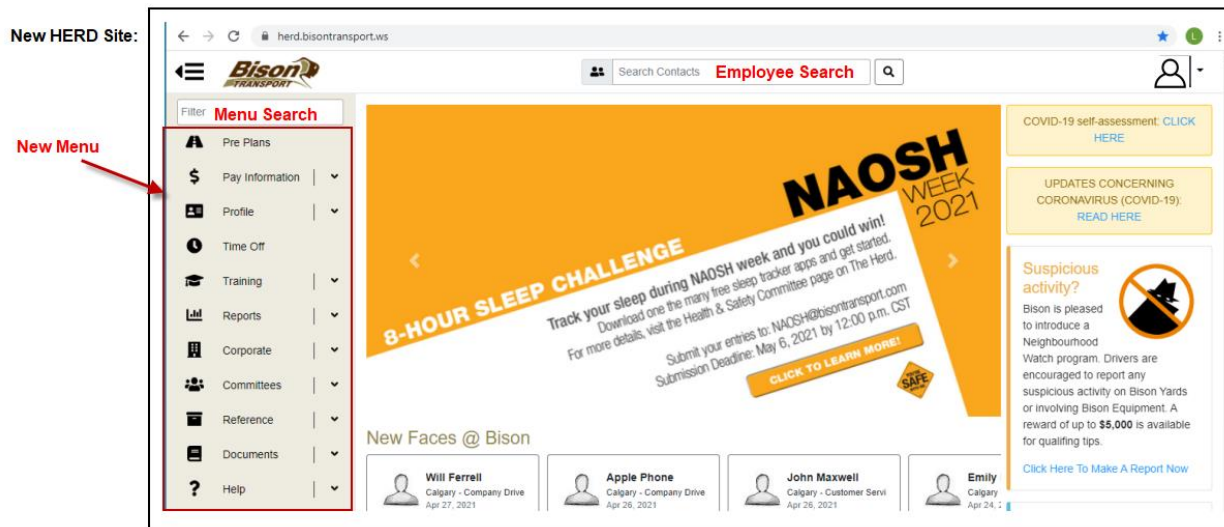
On Monday, May 10<sup>th</sup> when we launch, The Herd site will take you to a new Login page. Please login using your current Herd email address and your existing password.



## 2. Navigation Changes

The new Herd site merges our two existing menus into one consolidated menu to make it easier to find what you need. You can also use the **Menu Search** to search for a specific page.

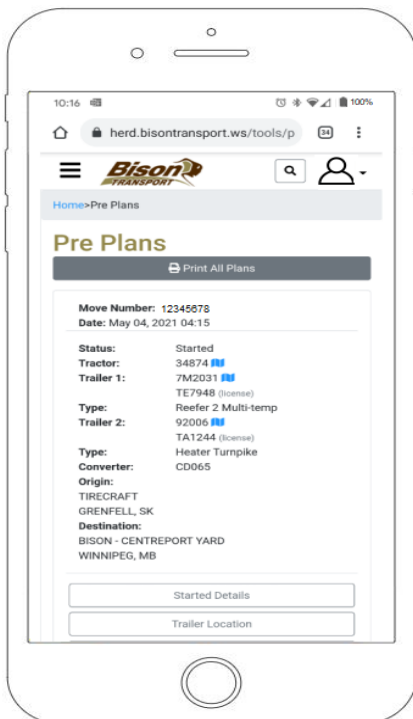
Here is the new Herd:



Please see the Menu at the end of memo for a description of each Menu item, such as Profile, Pay Information and References.

## 3. Increased Mobile Responsiveness

The new Herd site has been optimized to be functional and aesthetically pleasing on devices of different sizes, such as your mobile or tablet device. When you view the website on your phone, the menu and content should adjust to fit the device screen size.



#### 4. Workday Links

Company Drivers will have access to Workday through Herd Menu Links. Under the Profile menu on the Herd, you can be automatically linked to your Workday account and complete the following tasks:







- Review and Update your Personal Information, such as change your Address, Phone Number, Marital Status and more.
- Review your Current Benefits
- Submit a Life Event to change your Benefit Options






**Owner-Operators will not have access to Workday self-serve and will continue to contact Driver Services for the above personal and benefit changes.**

#### 5. Retiring The Herd's Message Centre

The Message Center on The Herd is being retired. Statistics showed this page was barely being used and as a result, it will be going away with this new Herd release. The timing coincides nicely with the emergence of Driver Chat on the Herd2Go, which is where Driver to Fleet communication should now be going. Going forward, please use the Driver Chat on the Herd2Go to reach out Fleet.

#### 6. Menu - Here is a walk-through of the different menu options:

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|--|---|
|  <b>Pre Plans</b>       | View your <b>Pre Plans</b> on The Herd.   |
|  <b>Pay Information</b> | Continue to see all your Pay pages under the Pay Information heading, such as: <ul style="list-style-type: none"><li>- <b>Pay History</b> for Pay Stub, Settlement Sheet, Hourly Sheet, Fuel Statement and/or T4 information.</li><li>- <b>Request Pay Export</b></li><li>- <b>Non-Standard Pay Request (NSPR)</b> to lookup the status of your submitted NSPRs</li><li>- <b>SDRP</b></li></ul> |
|  <b>Profile</b>       | View and update your Personal Information, such as: <ul style="list-style-type: none"><li>- <b>Change your Herd Password</b></li><li>- <b>Personal Benefits (new Workday link)</b></li><li>- <b>Personal Information (new Workday link)</b></li><li>- <b>Log Hours</b></li></ul>  |
|  <b>Time Off</b>      | Submit a <b>Holiday Request</b> and view your current pending and approved holiday requests   |
|  <b>Training</b>      | Take mandatory eLearning courses in your <b>Available Courses</b> as well as learn more about upcoming <b>Bison University</b> courses  |
|  <b>Reports</b>       | Check out your personalized: <ul style="list-style-type: none"><li>- <b>Mileage Report</b></li><li>- <b>Fuel Performance</b></li><li>- <b>Owner Operator Monthly Maintenance Report (OOMMR)</b></li><li>- and more</li></ul>  |

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|---|---|
|  <b>Corporate</b>  | <p>Get all your Bison related information here such as:</p> <ul style="list-style-type: none"> <li>- <b>Bison News</b></li> <li>- <b>Corporate Discounts</b></li> <li>- <b>Internal Career Opportunities (new Workday link)</b></li> <li>- <b>Referral Program for Driver and Non-Driver postings</b></li> <li>- <b>The Trail</b></li> <li>- <b>And more</b></li> </ul> |
|  <b>Committees</b> | <p>Learn more about Bison Committee and who is involved in them – such as Driver Advisory Board, Wellness, and Diversity &amp; Inclusion.</p>   |
|  <b>Reference</b>  | <p>Find important reference for your trip, trailer and more under:</p> <ul style="list-style-type: none"> <li>- <b>Customs Clearance Status</b></li> <li>- <b>Online Permits</b></li> <li>- <b>Shop Schedule</b></li> <li>- <b>Trailer Lookup</b></li> <li>- <b>PARS &amp; PAPS Search</b></li> <li>- <b>And more</b></li> </ul>  |
|  <b>Documents</b>  | <p>See important Driver documents such as:</p> <ul style="list-style-type: none"> <li>- <b>Driver Documents</b> for Memos on upcoming changes and announcements</li> <li>- <b>Manual</b> for the electronic Driver Reference Guide (DRG)</li> </ul>   |
|  <b>Help</b>       | <p>Check out different Bison team members responsibilities in Dispatch, Planning, LTL, and Logistics.</p>   |