



FROM THE DESK OF

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Human Resources

Last October, we started our multi-year implementation of Workday, our new Human Capital Management (HCM) platform that helps us manage our associate data in U.S. Broadlines, Corporate and SBS. We are excited to announce our plans for FY20 — adding most remaining U.S. businesses to the HCM platform and new recruiting, payroll and time tracking functionality in the U.S.

FY20 Implementations

During the next fiscal year, we will expand Workday through three key implementations:

- February 2020** Core HCM for most U.S. businesses and the Recruiting module for ongoing management of all U.S. positions
- Almost all U.S. companies and associates will join the Workday platform.
 - This implementation will include the addition of Workday's Recruiting module, which will be used for managing positions in U.S. Broadlines, Corporate, SBS and most other U.S. businesses.

- June 2020** U.S. Payroll and Time Tracking
- All U.S. associates will benefit from the new Workday foundation, allowing us to drive more consistent, efficient and accurate payroll and time tracking processes.

Future Expansions

Growing our Workday footprint globally and expanding functionality will continue in FY21 as we expand to our international associates. We all look forward to having everyone on the same platform with the same functionality. Please know that we are committed to this goal of a unified platform and we will continue to keep you updated on our future phases.

Efforts to Support FY20 Implementations

While over 33,000 of our associates are already using Workday, our FY20 implementations require the completion of several additional important readiness projects — streamlining processes, data clean-up, review of and possible changes to policies and more — to deliver the new Recruiting, Payroll and Time Tracking capabilities across the U.S. population. The Workday teams are already working on 25+ readiness projects that will enable our next implementations.

The project team can do most of the pre-implementation work but there will be a few projects that will need involvement from others to ensure that we execute changes successfully:

Recruiting Transition Understanding how the recruiting processes work today beyond U.S. Broadlines, Corporate and SBS and moving remaining U.S. Talent Acquisition functions to a new support model through our SBS Talent Acquisition team

Payroll Discovery Understanding payroll and time keeping processes and owners in the business so FY20 transition plans can be developed by our HR Operations team

In addition to readiness projects for FY20, we expect to kick off some initial work for FY21 when we intend to add Canada to the Workday platform.

What to Expect

As readiness efforts accelerate, the project team will continue to reach out to leaders and associates over the next year. On behalf of the leadership team, I ask that you partner with these teams so that we can implement this next phase of Workday as efficiently and effectively as possible. As readiness projects launch and project plans are set, we will be publishing timelines and critical dates to help everyone prepare for the implementation dates above.

If you have questions, please reach out to the program leads (Michelle Hunter, Jennifer Gourley, Mike Mumford) or your HRBP.

This message is being sent to associates in the U.S. and Canada who will be impacted by the Workday implementation in FY20.