

**ACTION:**  
**SAVE THE DATES**  
**Time and Payroll Design Workshops**



From the Desk of Jennifer Gourley – Workday Lead

This email is being sent to HR and business representatives selected to represent U.S. business needs in Workday Phase II design workshops (Time and Payroll modules).

TIME	PAYROLL
May 30 and May 31	June 3 through June 6

The next phase of Sysco’s implementation of Workday is underway. We have concluded design workshops for Core HCM and Recruiting and are in the final stages of defining how we will leverage new technology in our Time and Payroll environments. This decision-making process, combined with our next Design Workshops, will prepare us for new U.S. Time and Payroll environments effective in June of 2020.

**You’ve been selected to be part of the Design Workshops dedicated to Time and Payroll.** You will represent your portion of the business in discussions and decision making including, where necessary, defining consistent processes and practices that are needed to fully use our new technology. We may also ask for your future help in testing, data validation, change management and end-user training.

**YOUR ROLE:** Workday as a platform requires standard processes to remain most effective. You will be asked to actively participate to ensure good design decisions are made. When design decisions result in changes for your business or current processes, we will need your help to understand the impact and incorporate into our change management plan, where needed.

**WHEN:** Please hold your calendars for Design Workshops on May 30 and 31 for Time, and from June 3 through 6 for Payroll. We’re in the process of determining start and end times for each day. We are in the final stages determining the schedule and attendee list for each portion of the design workshops and will send invites out soon, recognizing that the start of summer vacation time combined with business needs makes scheduling efficient use of time especially important. In the meantime, please hold these full days on your calendar until you receive the formal invite from HCM Calendar.

**WHERE:** If you are physically located in the Houston area, it is expected that you will attend the Design Workshops in person. For all others, a dial-in/Webex will be provided. All attendance information will be included in the invites being sent to you shortly.

We look forward to your contributions in the upcoming Time and Payroll Design Workshops. If you have questions about why you were selected to be a part of the extended project team, or if you are unable to represent your portion of the business, please contact Jennifer Gourley at [Gourley.Jennifer@corp.sysco.com](mailto:Gourley.Jennifer@corp.sysco.com).