

WORKDAY PHASE 2 Update and Timeline



From the Desk of Jennifer Gourley – Workday Lead

This email is being sent to HR and business representatives selected to represent business needs in Workday Phase II Customer Confirmation Sessions.

Thank You for Attending Core HCM and Recruiting Customer Confirmation Sessions

Workday Phase 2 Customer Confirmation Sessions (CCS) wrapped up on June 26. Based on design and deep dive sessions, we had the opportunity to see the configured system for the first time. We know it was a significant time investment and we appreciate your engagement, questions and feedback, which gave us the opportunity to validate design decisions. Your continued input is critical to the success of the Workday project. Thank you to everyone who attended.

Next Step: Unit Testing

Unit Testing is the next step in the Phase 2 process, when we test business processes using test scripts. The Business Technology and the Workday core teams will each go through a round of testing first, prior to a wider user testing group accessing the system between August 12 and September 9. Those selected for unit testing will receive an invitation within the next two weeks.

What's Ahead?

To help you with forecasting the next several months, here is our current high-level project timeline.

Event	Timeline
Unit Testing – HCM & Recruiting	July – Early September 2019 (Testing by the business will be 8/12 – 9/9)
End to End Testing – HCM & Recruiting	October 2019
User Acceptance Testing – HCM & Recruiting	November 2019
Workday Phase 2a: HCM & Recruiting Go-Live	January 27, 2020
Looking ahead: The Workday Phase 2b (Payroll) Go-Live is scheduled for June 15, 2020.	

Change Management and Communications

Our change management and communication team has been embedded with the Workday Phase 2 project team from the beginning. You'll have a complete suite of tools to help make this transition a smooth one.

The tools will be versioned with separate messages targeted to Workday first-timers and Workday veterans. Here is a high-level look at some of the change and communications tools and when they will be available.

Change and Communication Tools	Timeline
Phase 2 Readiness Deck – For HR leads in each Phase 2 company to start laying the groundwork with leadership teams	Late July 2019
Monthly Email Updates – To keep you up to date on timelines and any major design changes	Beginning in Late July 2019
Prepare for Self Service – Cascaded rollout of a toolkit to help Phase 2 companies understand the new world of self-service	Early September 2019
Workday Job Aids – Ready to road test during end to end testing	Late September 2019
Socialization Sessions – Opportunity to soft launch self-service and let managers and associates explore Workday	Mid October – Late October 2019
Workday Tours – Videos and job aids will be available on SyscoWorkday.com	November – December 2019
Workday Phase 2 Launch Campaign – Multi-media campaign to raise awareness, get users engaged with the system and point them to resources	Late November – Late December 2019
Workday Tips & Tricks – Ongoing bite-sized training for users pushed via email and posted on SyscoWorkday.com	Ongoing

More Information and Questions

If you are new to Workday, you can learn more at SyscoWorkday.com. It has videos, tours, job aids and more. Start with the [Welcome to Workday](#) video.