

# WORKDAY PHASE 2

## Absence Balance and Vacation Exception Data



From the Desk of Bettina Brayshaw, HCM Lead

This email is being sent to HR representatives from Workday Phase 2 companies who manage data for vacation/sick time or PTO.

### **ACTION NEEDED: Send Absence Balances and Vacation Exception Data by Noon on July 31 – For Exempt Associates Only**

When Workday goes live in January 2020, we want all associates to have correct sick and vacation time balances. Workday allows your exempt associates to manage their time, and your managers to begin reporting and having visibility into their time off. This will be a great message for you to deliver to the people you support. For us to test and validate this new capability, we will ask you for data over the next several months. We appreciate your support in ensuring data accuracy as we transition to Workday.

As we have been building out Workday, your companies' absence policies have been uploaded into the system. To make the testing processes meaningful for you, we need the following from you by **noon on July 31**:

- **For all exempt associates – even if you do not allow carryover balances – please submit the following end-of-year sick and vacation balances as of December 31, 2018. For each associate we need:**
  - Worker ID
  - Sick balance in hours
  - Vacation balance in hours.

If an associate did not have a sick or vacation balance as of December 31, 2018, populate those fields with a zero.

If an associate was not part of your business as of December 31, 2018, you do not need to provide their record as part of this request.

- **Exceptions to vacation accrual policies for exempt associates:** Some associates may have a different vacation accrual than your stated policy. This is usually because these associates negotiated additional vacation when hired. These exceptions must be loaded into the system and tested so that associates will see their accurate balances when we go live. Please provide the following information for each exception:
  - Worker ID
  - Number of additional vacation hours per year
  - Override start date (when the exception began)
  - Override end date (when the exception should end).

### How to Submit Your Data

1. Update the Excel template located [here](#) with the data requested above.
2. Save a copy of the spreadsheet to the same folder, renaming the file with your company and location name (e.g., *Freshpoint\_Dallas\_XXXX\_TimeOff\_Cutover.xls*).

### Data Maintenance

We realize you may need to do some data cleanup before you provide the information to us. As we transition to Workday, it will be important to manage your data carefully, because you will receive more requests between now and go-live. For example, we will ask you for updated time off balances for the end of 2019 in early January. Thank you in advance for your assistance.

### Questions

If you have questions, please email [WorkdayHR@corp.sysco.com](mailto:WorkdayHR@corp.sysco.com).