

WORKDAY

HR Summit Follow-Up



From the desk of Sandra Rosario-Angeles – Senior Manager, HRIS & Workday HR Solutions Lead

This message is being sent to HR Summit attendees.

A huge THANK YOU for joining us at the HR Summit in November. We covered a *lot*. You invested time. Sysco invested resources. We've got a lot of work ahead of us as a team, but your investment in making the transition to Workday successful will directly impact our current and future associates, as well as the scalability of our business.

Action Items

As a recap of your action items from the Summit, we've created a checklist for you below:

- Take a quick [survey](#)** to tell us how you feel about your Summit experience and readiness for Workday.
- Execute on your 90-day plan** using the tools and resources on the HR Preview page:
 - What meetings do you need to schedule or join to ready your leaders and managers?
 - What one-on-one conversations do you need to have to ensure your key stakeholders are ready to support the change process?
 - What actions need to happen within your HR team to get ready?
- Block your calendars** for HR Readiness Briefings. These briefings will provide Workday updates, real-time information about the transition, the latest news on the set-up and launch of AskHR and more. Rather than filling your inbox with more and more emails, this will be the focused time to give Workday updates and answer your questions. Each one-hour session will contain different content, so you should plan to attend each briefing to stay up-to-date on all of the readiness efforts, as well as your action items. Your attendance is strongly encouraged. Readiness sessions are scheduled for the following dates and times:
 - Thurs., Dec. 5 at 2:00 p.m. CT
 - Tues., Dec. 19 at 1:00 p.m. CT
 - Tues., Jan. 7 at 2:00 p.m. CT
 - Wed., Jan. 15 at 3:00 p.m. CT
 - Wed., Jan. 22 at 3:00 p.m. CT
 - Fri., Jan. 24 at 1:00 p.m. CT

Manager Communications Begin

Starting tomorrow, we'll begin our communication process to managers, including inviting them to sign up for tours. Be prepared for questions about tours, transition and go-live!

HR Preview Page

Access the "Preparing for Workday" presentation, HR Summit presentation deck, Process Story videos and more on the [HR Preview page](#). Plus, sign up for a Workday Tour. Check back often for updated information!

Preparing for the Transition

Over the coming weeks we'll be providing more transition communications to you, your payroll liaisons and your people managers—but it's never too early to start making plans for the payroll deadline. All files must be submitted by 7:00 p.m. CT on Jan. 20, so that payroll can process on Jan. 21 at 7:00 p.m. CT.

Questions?

Reach out to AskHROps@sysco.com.