

# WORKDAY

## Time-Off Changes Ahead



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

As our transition to Workday approaches, there are several changes ahead in programs, processes and policies that cover our time away from work.

### 1 California and Doerle Exempt Associates Time-Off Transitioning to Workday

California USBL and Doerle exempt associates will begin requesting time off in Workday on Jan. 1, 2020, which will require a carefully planned transition process. To ensure their records are accurate in Workday, California and Doerle exempt associates should enter their time off (sick, vacation and floating holiday) requests and absences, according to the table below:

Recording time away from work in Workday does not apply to hourly associates.

Until Dec. 31, 2019	Enter absence requests/usage for time taken or requested through the end of 2019 in your legacy system or through your normal local process.
Beginning Jan. 1, 2020	<ul style="list-style-type: none"> <li>• Enter any time off taken but not recorded in legacy systems prior to year-end in Workday.</li> <li>• Enter any absence or time off requests for Jan. 1 onwards in Workday.</li> <li>• Stop using legacy systems processes for exempt time off requests and reporting.</li> </ul>
Late January	Time off accruals from 2019 will be visible to California and Doerle exempt associates in Workday.

California and Doerle exempt associates will receive an email communication with this information. Please reinforce this with any impacted associates whom you support.

### 2 Data Stewards Entering Transition Data

Data stewards have been asked to enter accrual exceptions for exempt associates and any carryover balances for the test system build by Dec. 10, 2019, and for go-live by Jan. 10, 2020. See a [copy of the communication](#) sent to [data stewards](#). Please reinforce the importance of these deadlines with your data stewards.

### 3 Administrative Changes to Time-Off Programs

As we scale our business, we must streamline, use technology and create more consistent processes where we can. This allows us to configure our systems to do more of the administrative work and enables more efficient time-off administration. We don't have widescale associate communications planned related to these changes, so please communicate locally if any of these administrative process changes apply to your associates. More information will be sent out separately.

Thank you for your support of our associates as we take additional steps to transition to Workday. If you have questions, feel free to reach out to [AskHROps@Sysco.com](mailto:AskHROps@Sysco.com).

*This message is being sent to USBL HRBPs.*