



FROM THE DESK OF

Paul MoskowitzExecutive Vice President,
Human Resources

Welcome to Workday!

You may have heard about Workday after the introduction of the system to USBLs, Corporate and SBS associates and managers last year. But, you may be wondering, "What exactly is Workday?" Workday is cloud-based, all-in-one HR and finance software. It allows Sysco to have one system for recruiting, hiring, onboarding, job changes, etc. Using one system allows us to be more efficient with a people platform that can handle Sysco's needs as we grow. Plus, Workday provides real-time information and is accessible from anywhere 24/7, on any device, and offers mobile apps for iOS and Android.



On Monday, Jan. 27, Workday is going live for Central Warehouse and RDCs, DiTomaso, European Imports, FreshPoint, Guest Worldwide, IFG, SSMG, Supplies on the Fly and SYGMA.

Self-Service

Workday gives you access to associate data and allows you to initiate and/or complete employment-related actions. This ability to initiate actions is known as "Manager Self-Service" or "MSS." Your associates will also have the ability to initiate actions, which is known as "Employee Self-Service" or "ESS."

Sign Up For a Mandatory Tour

To prepare you for the transition to Workday, we're hosting mandatory tours for managers between Jan. 21 and Feb. 28. Only one tour is required and it will take about two hours. There will be time at the end of each tour to answer any questions you have.

Go to bitly.com/syscworkdaytours and select **I work at a Specialty Company**. Then choose **Tours for Managers at Specialty Companies** and select the tour date and time that works best for you.

Key Dates Ahead

As we prepare for the move to Workday, here are several important dates to keep in mind:

- **Dec. 31** All salaried associates (excluding SYGMA drivers) should have their time off recorded (sick, vacation) in current systems before the move to Workday.
- **Jan. 13** The transition to Workday recruiting begins with some activities limited during this time.
- **Jan. 20** There is a firm 7 p.m. CT deadline for all payroll submissions.
- **Jan. 21** Mandatory Manager Tours begin – sign up for 1 today!
- **Jan. 27** Workday is live!

We are working closely with your HR team to make sure your organization is ready for Workday, and we will send more information about all of these key dates early in January.

Questions?

Send your questions to AskHROps@sysco.com.

Thank you,
Paul

This message is being sent to Central Warehouse and RDCs, DiTomaso, European Imports, FreshPoint, Guest Worldwide, IFG, SSMG, Supplies on the Fly and SYGMA managers.

This email was sent by:

Sysco Communications
1390 Enclave Parkway
Houston, TX, 77077 USA
[Unsubscribe](#)

