

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 Exempt Associates Time-Off Transitioning to Workday

Exempt associates will begin requesting time off in Workday on Jan. 27, 2020, which will require a carefully planned transition process. To ensure their records are accurate in Workday at go live, 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 SYGMA drivers or 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.
Between Jan. 1 – 26, 2020	Keep track of approved and/or taken time off, but do not enter it into any system.
Beginning Jan. 27, 2020	<ul style="list-style-type: none"> Enter any time off taken but not recorded in legacy systems prior to year-end between Jan. 1 – 26, 2020, in Workday. Enter any absence or time off requests for Jan. 27 onwards in Workday. Stop using legacy systems, processes for exempt time off requests and reporting.

Exempt associates will receive an email communication with this information. Please reinforce this message with these associates.

2 Data Stewards Entering Transition Data

Workday has been programmed for many consistent programs and business processes across Sysco. 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 the [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 apply to your associates. More information will be sent separately.

4 Leave of Absence Status Changes

Transitioning from EV5 to Workday will impact how status changes are managed for associates who are initiating or returning from a leave of absence. Be sure to review the Workday January 2020 Process [Transition Schedule](#) for details. On Jan. 27, all leave-related process changes will go through the HR Ops team. Job aids are currently being updated and more instructions will be provided later in January. If you have questions, you can utilize the AskHR team and portal beginning Jan. 20.

Thank you for your support of our associates as we make the transition to Workday. If you have questions, feel free to reach out to AskHROps@Sysco.com.

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