

Preparing for the Transition to **WORKDAY**



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

We will be moving to Workday as our system of record for associate data on Jan. 27. This is a big step towards managing our business in a new way, leveraging technology to help us drive Sysco's business forward. To make the transition from our legacy systems to Workday as smooth as possible, we all need to take action to prepare for Workday.

Actions to Take Before Jan. 21

Associate data from EV5 will be imported into Workday. To ensure the best transition to Workday, we must review and clean the associate data in the legacy systems prior to the data transfer on Jan. 21. Anything not processed by Jan. 20 at 7:00 p.m. CT will need to be processed through Manager and Employee Self-Service when Workday goes live on Jan. 27.

By close of business on Jan. 20, update the following:

- *Home Departments (Cost Centers)*
- *Organization Structure and Reporting Relationships*
- *Compensation Assignments*
- *Location Assignments*

About Data Updates

If you depend on HROps for data processing, be sure to submit all changes by Jan. 13.

Mark Your Calendars! Preparing for Blackouts

Every effort has been made to minimize business disruption. To migrate associate data from legacy systems to Workday, we will experience blackout periods that will impact your ability to perform certain functions in EV5 and in legacy systems. Be mindful of the following key dates:

- *Jan. 13* begins the blackout period for some recruiting functions. As much as possible, you should refrain from creating new jobs, unfreezing jobs, creating or making changes to requisitions and posting jobs in your legacy system during this period. We want to minimize the number of requisitions in legacy systems to keep the dual processing period as short as possible. Requisitions that were created in the legacy system will remain there through the hiring process and associates will need to be hired into Workday at the time of hiring. Once we are live on Jan. 27, all new requisitions will be created in Workday.
- *Jan. 20 at 7:00 p.m.* is the deadline for updates to all associate data in EV5 prior to the migration of the data to Workday for the Jan. 21 payroll.
- **It is mandatory that you complete and submit your payroll file by Monday, Jan. 20 at 7:00 p.m. CT** so that payroll can be processed on time. There will be no exceptions to this deadline.
- *From Jan. 21 at 7:00 p.m. until Workday goes live* there will be a system-wide blackout for all functions in EV5. Regular employee data maintenance will begin in Workday on Jan. 27.

View the impacted systems and timelines in the [Workday January 2020 Process Transition Schedule](#).

Mandatory Workday Tours – Sign Up Now!

Mandatory HRBP Tours will be held Jan. 9 – 17. Remember you're required to attend two tours: one HRBP Tour and one Recruiting Tour. We encourage you to take your HRBP Tour first and then take your Recruiting Tour, which will build on your understanding of Workday. The tours will each take about two and a half hours. There will be time at the end of each tour to answer any questions you have.

Sign Up for Mandatory Tours

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

Once you see the "Your booking is confirmed!" page, click **Book Another**. Under **I work at a Specialty Company**, choose **Recruiting Tours for HRBPs at Specialty Companies** and select the tour date and time that works best for you.

Questions?

We're happy to help. Reach out to AskHROps@sysco.com.

This message is being sent to Central Warehouse and RDCs, Guest Worldwide, Supplies on the Fly and SYGMA HRBPs.