

Time Off Tracking for Exempts Moves to Workday Jan. 27



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

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

Enter Exempt Time Off Information in DSP

Beginning Jan. 27, 2020, all exempt associates (with the exception of SYGMA drivers) will use Workday as the system of record for requesting time off and recording absences from work including sick, vacation and floating holidays.

We are asking data stewards to help by entering time off information for these associates in the DSP tool. This is a time-sensitive request that will have a direct impact on the transition of these associates' time off accruals into Workday.

Please enter the following into DSP by Dec. 10, 2019 for the test system and update the same information after year-end by Jan. 10, 2020 for go-live:

1. ***Any time off accrual exceptions for exempt associates***
Accrual exceptions mean an associate accrues vacation at a different rate than your standard (e.g., because they negotiated more vacation when hired).
2. ***Any exempt associate vacation, sick or floating holiday balances that should be carried over from 2019 to 2020, according to your company's policy***
For the Dec. 10 deadline, please provide the balances as of the date you enter them. For the Jan. 10 deadline, please provide the year-end balance.

See the **DSP Job Aid** for data entry instructions. If you have questions or need help, please contact **Hari Nuthaki** or **Satyam Vellanki**.