

# Preparing for the Transition to **WORKDAY**

— Discover —  
**WORKDAY**  
Learn. Click. Explore.

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

Thank you for attending the HR Town Hall on Monday. We shared a lot of information with you about the upcoming launch of our second phase of Workday. To listen to the Town Hall, click [here](#).

## Changes Ahead!

The next phase of our Workday implementation, including Workday Recruiting, will officially go live on Monday, Jan. 27. Managers will now have the ability to work directly with the Talent Acquisition partners within Workday, giving them a more interactive role in the recruiting process.

Workday Recruiting will provide associates with a streamlined process for applying for internal opportunities across all of our U.S. businesses. Their Workday profile will automatically be integrated with the internal application process. Growth within our organization will now be easier, providing a seamless user experience for all candidates, which makes us more competitive in today's hiring market.

## Key Dates

The remainder of our U.S. businesses, with the exception of Sysco Labs, will also transition to Workday HCM and Recruiting on Jan. 27. To prepare for this transition, there are several key dates for you to be aware of:

### Changes to EV5 Access

When EV5 becomes available after the blackout, [most HR team members will no longer be able to edit data in EV5](#). Transactions will resume in Workday on Jan. 27.

- Any job requisitions approved by Jan. 20 will be worked on by the Talent Acquisition team until completion in SuccessFactors. Between Jan. 20 and Jan. 26, submission of new job requisitions will be restricted as we prepare for the Workday Recruiting cutover. Additionally, any **pending requisition(s) in Workday that are not approved by Jan. 20 will be cancelled** and should be re-created once Workday Recruiting goes live on Jan. 27.
- All payroll files must be submitted to Payroll on Monday, Jan. 20 so payroll processing can complete by **7:00 p.m. CT on Jan. 21** (no exceptions to this deadline).
- EV5 will be unavailable between **Jan. 21 at 7:00 p.m. CT and Jan. 22 at 7:00 a.m. CT**.
- Workday will be unavailable from **Jan. 23 at 5:00 p.m. CT until Jan. 27**.
- On **Jan. 27**, you may begin using Workday Recruiting for all of your new or replacement recruiting.

To view the list of impacted systems and timelines, visit the [HR Preview page](#).

## Additional Updates Scheduled

As we approach Jan. 27, it will be important to get information and instructions to you. Additional periodic briefings have been set up to give you this information and provide an opportunity for questions; invites have been sent. Please be sure to attend each of the following sessions to stay up to date in between other communications coming from us:

- Thurs., Dec. 19 at 3:30 p.m. CT
- Thurs., Jan. 16 at 3:00 p.m. CT
- Weds., Jan. 22 at 2:00 p.m. CT

## Workday Tours – Sign Up Now!

Optional HRBP Tours will be held Jan. 15 and Jan. 16. The tours will take about an hour and a half. There will be time at the end of each tour to answer questions.

### Sign up for an HRBP Tour

Go to [bitly.com/syscworkdaytours](https://bitly.com/syscworkdaytours) and select **I work at a USBL OpCo, Corporate or SBS**. Then choose **Tours for HRBPs at USBL OpCos, Corporate or SBS** and select the tour date and time that works best for you.

## Questions?

Send your questions to [AskHROps@sysco.com](mailto:AskHROps@sysco.com).

*This message is being sent to USBL, Corporate and SBS HRBPs.*