

Recording Time-Off in **WORKDAY**



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

On Jan. 27, 2020, Workday will become our system of record for all of our U.S. associate data. For our salaried associates (not including SYGMA drivers), this will also be your system to request time off and record absences from work, including sick days, vacation and floating holidays. As we prepare for the move to Workday, there are several steps we will ask you to take to ensure your time-off balances transition over to Workday correctly.

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. Be sure all of your 2019 instances of time off are recorded by this date.
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 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.

Once you begin using Workday, your time off requests will be routed to your manager automatically for approval. It's your responsibility to keep your time off records up to date. This is especially important during this transition period while your records are moved to Workday. If you have any questions about your time off balance or this process of moving to Workday, contact your HR Business Partner.

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