

Preparing for the Transition to **WORKDAY**

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

Changes Ahead!

Workday Recruiting will officially go live on Monday, Jan. 27. As a hiring manager, you'll now have the ability to work directly with your Talent Acquisition partner within Workday.

Workday Recruiting will streamline the internal application process across our U.S. businesses by integrating an associate's Workday profile with their application. Workday Recruiting will also create an enhanced user experience for all candidates, which makes us more competitive in today's hiring market. It also means we'll operate more efficiently as we bring new talent into Sysco and move existing associates within the organization.

Sign up for an HRBP Tour

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

Getting Ready

There are several transitions happening in January that you should be aware of:

- Any job requisitions approved by Jan. 20 will be worked on by the Talent Acquisition team until completion in Talent Central-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 by **7:00 p.m. on Monday, Jan. 20** so payroll processing can be completed on time. There are no exceptions to this deadline.
- EV5 will be unavailable starting **Jan. 21 at 7:00 p.m. CT** through **Jan. 22 at 7:00 a.m. CT**.
- Workday will be unavailable starting **Jan. 23 at 5:00 p.m. CT** until Jan. 27.
- Workday Recruiting and other changes go live on **Jan. 27**. You may begin using Workday Recruiting for all your new or replacement recruiting at that time.

If you participate in any portion of the payroll process, be sure you meet all payroll and HR deadlines for the Jan. 21 payroll.

Workday Tours – Sign Up Now

To prepare you for Workday Recruiting and other changes happening in Workday, we're hosting one-hour tours for Managers between Jan. 22 and Feb. 26. We highly suggest that you invest the time to learn about these new features and how they will help your recruiting experience, especially if you are a high-volume hiring manager. There will be time at the end of each tour to answer questions.

Questions?

Send your questions to AskHROps@sysco.com.

This message is being sent to managers at USBL, Corporate and SBS.