

Preparing for the Transition to **WORKDAY**

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

We will soon begin the transition to Workday as our system of record for associate data. There will be a system-wide EV5 blackout from Jan. 21 at 7:00 p.m. until Workday goes live.

Because of the EV5 blackout, it is mandatory that you complete and submit your payroll files on Monday, Jan. 20 at 7:00 p.m. CT so payroll can close by Jan. 21 at 7:00 p.m. CT. There are no exceptions to this deadline.

Prepare for the Jan. 20 Payroll

We understand that under normal circumstances, there are business needs that drive last-minute adjustments, which can delay payroll close. Unfortunately, with the Jan. 20 payroll submission, there can be no adjustments after 7:00 p.m. CT on Jan. 20. To be prepared:

- Review your payroll procedures and determine what adjustments you need to make to meet the deadline.
- Communicate with your managers, leaders and anyone else involved in the payroll process so they are aware of the time-sensitive nature of this payroll period.
- Schedule payroll review meetings now. Consider scheduling meetings with the parties responsible for inputs to your payroll process so you can collaboratively review the data for accuracy.
- Start early! Adjustments and corrections are part of the normal payroll processing cycle. Start your Jan. 20 payroll process as early as possible to allow time for revisions.

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

Questions?

Send your questions to AskHROps@sysco.com.

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