

# Exempt Time Off Information due Friday, Jan. 10



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

## Enter Year-End Exempt Time Off Information in DSP

As we communicated in December, 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.

Last month, you and our other data stewards started the time off accrual loading into the DSP tool. Now we need you to complete this data loading, so we can prepare for the launch of Workday.

**This is a time-sensitive request that will have a direct impact on the transition of these associates' time off accruals in Workday.**

**Please update the following information in the DSP tool by this Friday, Jan. 10, 2020:**

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***  
Please provide the year-end balance.

See the **DSP Job Aid** for data entry instructions. If you have questions or need help, please contact **Alan Wright**.

*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.*