

WORKDAY



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

HR Preview Page

Workday goes live on Jan. 27! For more information about the transition, visit the [HR preview page](#) for resources such as:

- “Preparing for Workday” presentation
- Transition schedule
- Process story videos
- November HR Summit presentation
- Workday tour schedule
- Digital screen ads
- Teaser flyer
- Talking points
- Associate and manager communications

Check back often for updates!

Sign Up for a Mandatory Tour(s)

Do you work at DiTomaso, European Imports, IFG, SSMG or FreshPoint?
One tour is mandatory: **Tour for HRBPs at Specialty Companies.**

Do you work at Central Warehouse and RDCs, Guest Worldwide, Supplies on the Fly or SYGMA?
Two tours are mandatory: one **Tour for HRBPs at Specialty Companies** and one **Recruiting Tour for HRBPs at Specialty Companies.**

Sign up through the [HR Preview page](#).

Key Dates and Actions (all times in CT)

Jan. 7 at 2:00 p.m.	HR Readiness Briefing
Jan. 9 - 17	Mandatory Workday Tours
Jan. 15 at 3:00 p.m.	HR Readiness Briefing
Jan. 20	Blackout period begins for some recruiting functions
Jan. 20 at 7:00 p.m.	Payroll must be completed and submitted
Jan. 21 at 7:00 p.m.	<ul style="list-style-type: none">• Blackout period begins: ADP EV5 and legacy systems are unavailable• All hiring completed in ADP EV5 for hires through Jan. 26– if you miss this deadline, you will hold hiring until Jan. 27 in Workday
Jan. 22 at 3:00 p.m.	HR Readiness Briefing
Jan. 24 at 1:00 p.m.	HR Readiness Briefing
Jan. 27	Workday is live!

Your Role

Your readiness is vital as we prepare for Workday to go live.

- **Continue crossing items off your action items list from the HR Summit in November.**
- **Prepare for blackouts:**
 - *Jan. 20* begins the blackout period for some recruiting functions. As much as possible, you should refrain from creating new jobs, unfreezing jobs, creating or making changes to requisitions, and posting jobs in your legacy system during this period. We want to minimize the number of requisitions in legacy systems to keep the dual processing period as short as possible. Once we clear through dual processing, we'll be able to leverage all of the functionality and reporting within Workday. Requisitions that were created in the legacy system will remain there through the hiring process and will need to be created in Workday at the time of hiring. Once we are live on Jan. 27, all new requisitions will be created in Workday.
 - *Jan. 20 at 7:00 p.m. is the payroll file submission deadline. It is mandatory that you complete and submit your payroll by Monday, Jan. 20 at 7:00 p.m. CT.* There will be no exceptions to this deadline.
 - *Jan. 21 at 7:00 p.m. until Workday goes live on Jan. 27 is the official ADP EV5 blackout that impacts several areas:*
 - All existing associate data in ADP EV5 must be updated. Data as of this time will begin to migrate to Workday
 - All hires through Jan. 26 should be entered into ADP EV5
 - Emergency terminations during this window will need to be processed by HR Operations
 - *Jan. 27 regular employee data maintenance* will begin in Workday on Jan. 27. This means business processes such as hiring, associate data changes, terminations, etc. will be worked through Employee Self-Service and Manager Self-Service.

Review Your Data

To ensure associate data maps to Workday correctly, don't forget to review the Home Departments (or cost centers) and manager relationships for all associates and make any other data corrections needed before Jan. 20.

Take Action Now: Associate Network IDs

Part of the communications plan will be to communicate network IDs to associates. That communication process will begin Jan. 27 when Workday is live. Before that communication is received, you will be on the front line answering login questions. To be prepared, we suggest you go to SIU and run the report that gives you the list of associate network IDs for your location. If you have difficulty identifying or accessing the report, reach out to AskHROps@sysco.com. Take action today so you are prepared with this information before Jan. 27.

Questions?

Send your questions to AskHROps@sysco.com.

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