

# Preparing for the Transition to **WORKDAY**

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

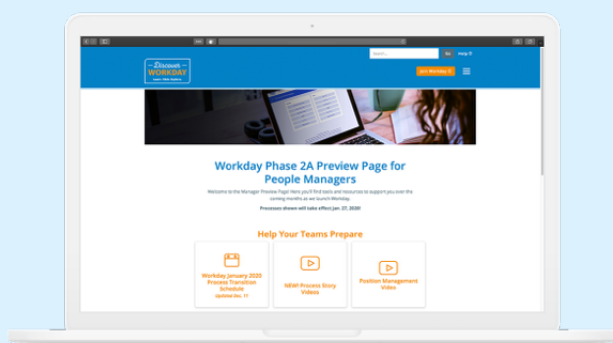
On Jan. 20, we will begin our transition to Workday, which will go live on Jan. 27. During this time, various functions in ADP EV5 and other legacy systems will be unavailable. This is the time to get prepared.

- **Recruiting:** Jan. 20 begins the blackout period for some recruiting functions. As much as possible, you should refrain from creating new jobs 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.
- **Payroll:** Payroll must be completed and submitted by 7:00 p.m. CT on Jan. 20 to ensure associates are paid on their next payday. The HR and payroll teams will start payroll processing early. If you have a role in the submission, review or approval processes, be sure to partner closely with the HR team. **No adjustments to pay can be made after 7:00 p.m. on Jan. 20.**
- **All Other ADP EV5 Functionality:** ADP EV5 will not be available from Jan. 21 at 7:00 p.m. until Workday goes live on Jan. 27. This means functionality such as terminations, compensation and other associate data changes will be unavailable. You will begin processing data changes for associates in Workday when the system goes live on Jan. 27. This blackout does not affect hourly associates' access to eTime.

## Manager Preview Page

To support you through this transition, we've built a **Manager Preview Page**. Visit the preview page for transition information like:

- Associate communications
- Transition schedule
- Process story videos



## Sign Up for a Mandatory Tour

Go to [bitly.com/syscworkdaytours](https://bitly.com/syscworkdaytours) and select **I work at a Specialty Company**. Then choose **Tours for Managers at Specialty Companies** and select the tour date and time that works best for you.

## Questions?

Questions about the cutover to Workday and impact to current processes can be directed to your HRBP.

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