

# Preparing for the Transition to **WORKDAY**

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

Starting Jan. 20, we'll prepare for our transition to Workday, which goes live on Jan. 27. If you haven't started already, this is the time to prepare. Remember, during this time various functions in ADP EV5 and other legacy systems will be unavailable.

- *Recruiting* - Jan. 20 – Jan. 26: As much as possible, you should refrain from creating new jobs, unfreezing 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. 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. Once we're 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, which 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.

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

## Questions?

Send your questions to [AskHR@corp.sysco.com](mailto:AskHR@corp.sysco.com).

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