

Preparing for the Transition to **WORKDAY**



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

Make sure your team is ready for the move to Workday beginning on Jan. 20.

- Talk to your leaders and managers about the blackout and how it will impact the actions you need to take to meet the **Jan. 20 7:00 p.m. CT payroll submission deadline. Remember, there are no exceptions to this deadline** and adjustments cannot be accommodated after the deadline. Also, remind leaders that during the blackout they will not be able to process other compensation changes, such as one-time payments and bonuses.
- Block time on your calendar for review meetings with payroll approvers, if necessary.
- Ensure all of your data transactions, including any hires joining your organization through Jan. 26, are entered into ADP EV5. Data will begin transitioning from ADP EV5 to Workday on Jan. 21.
- If you have emergency needs during the blackout for functions like associate terminations, contact HR Operations at AskHROps@sysco.com.

Questions?

Send your questions to AskHROps@sysco.com.

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

