

WORKDAY Tours



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

HRBP Preview Page

Workday Recruiting goes live on Jan. 27! To prepare for the transition, visit the [HR preview page](#). You'll find resources such as:

- Transition schedule
- Process story videos
- November HR town hall presentation
- Workday tour schedule
- Associate and manager communications

Check back often for regular updates!

Sign Up for a Tour

Go to bitly.com/syscoworkdaytours and select **I work at a USBL OpCo, Corporate or SBS**. Then choose **Tours for HRBPs at USBL OpCos, Corporate or SBS** and select the tour date and time that works best for you.

Key Dates and Actions (all times in CT)

Jan. 16 at 1:30 p.m.	<ul style="list-style-type: none">• Final Workday tour for HRBPs at USBL OpCos, Corporate and SBS• HR Readiness Briefing
Jan. 20 at 7:00 p.m.	<ul style="list-style-type: none">• Payroll must be completed and submitted• Creation of new requisitions in Workday is restricted
Jan. 21 at 7:00 p.m.	Blackout period begins; ADP EV5 and legacy systems are unavailable
Jan. 22 at 2:00 p.m.	HR Readiness Briefing
Jan. 23 at 5:00 p.m.	Blackout period begins; Workday is unavailable
Jan. 27	Blackout period ends; Workday Recruiting is live!

Your Role for Go-Live

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

Prepare for blackouts:

- *Jan. 13* begins the blackout period for some recruiting functions. As much as possible, you should refrain from creating new jobs, unfreezing jobs and creating or making changes to requisitions. We will limit the posting of jobs in Talent Central-SuccessFactors during this period, and we also need to minimize the number of requisitions to keep the dual processing period as short as possible. Requisitions that were created in Talent Central-SuccessFactors 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.
- Any job requisitions approved by Jan. 20 will be worked on by the Talent Acquisition team until completion in Talent Central-SuccessFactors. Between Jan. 20 and Jan. 26, submission of new job requisitions will be restricted as we prepare for the Workday Recruiting cutover. Additionally, **any pending requisition(s) in Workday that are not approved by Jan. 20 will be cancelled** and must be recreated once Workday Recruiting goes live on Jan. 27.
- **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.
- *From Jan. 21 at 7:00 p.m. until Workday goes live*, there will be a system-wide blackout for all functions in ADP EV5.
- *From Jan. 23 at 5:00 p.m. CT until Jan. 27* there will be a blackout for all functions and transactions in Workday.

Blackout Ahead!

To prepare for the introduction of the new functionality in Workday, the system will be unavailable from 5:00 p.m. CT on Jan. 23 until the Jan. 27 go live. Be sure to process all transactions before the blackout begins.

Questions?

Send your questions to AskHROps@sysco.com.

This message is being sent to HRBPs in USBL, Corporate and SBS.