

Preparing for the Transition to **WORKDAY**

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

Don't forget, the transition to Workday begins next week. It's time to get prepared.

- **Payroll: The payroll deadline is Jan. 20 at 7:00 p.m. CT** to ensure associates are paid on their next payday. Talk to your managers and leaders this week and make sure you have an action plan in place for review and approval of time. Remember, no adjustments can be made after the deadline.
- **All other ADP EV5 functionality:** Our system-wide blackout begins Jan. 21 at 7:00 p.m. and continues until Workday goes live on Jan. 27. All functionality, such as hiring, terminations, compensation and other associate data changes, will not be available in ADP EV5. They will resume with Employee Self-Service and Manager Self-Service supported business processes when Workday is live on Jan. 27. **This blackout does not affect hourly associates' access to eTime.**
- **Other processes impacted by the transition:** Many business processes will be impacted as your move to Workday begins. Over the next 10 days, it will be important for you to [know how each process is impacted](#), especially as you are [bringing new people into the organization](#) during this time of change.

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.