

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

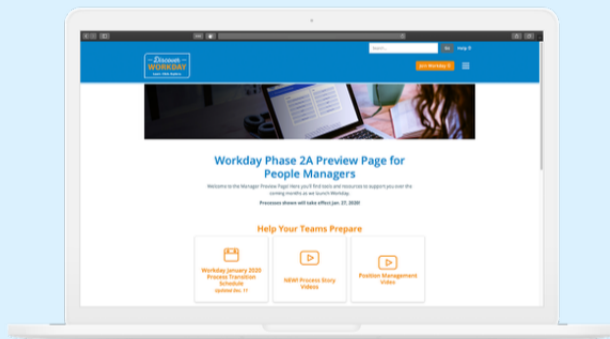
Don't forget, the transition to Workday begins next week on Jan. 20. It's time to get prepared.

- **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: The payroll deadline is Jan. 20 at 7:00 p.m. CT** to ensure associates are paid on their next payday. Talk to your payroll partner 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:** Starting Jan. 21 at 7:00 p.m. until Workday goes live on Jan. 27, all functionality, such as terminations, compensation and other associate data changes, will not be available in ADP EV5. They will resume in Workday once it 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 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 RDCs, DiTomaso, European Imports, FreshPoint, Guest Worldwide, IFG, SSMG, Supplies on the Fly and SYGMA.