

BLACKOUT AHEAD

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

The Blackout Begins Tomorrow at 7:00 p.m. CT!

During the blackout, ADP EV5 will be unavailable. This means HR will be unable to process changes such as associate compensation or job changes. If you have an emergency situation, that requires immediate attention, such as a termination, partner closely with your HRBP.

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.

Payroll Deadline Today – Weekly and Bi-weekly Even Pay Groups

To ensure associates are paid on their next pay date, your location's payroll file must be completed and submitted today by 7:00 p.m. CT so Payroll can close tomorrow. There are no exceptions to this deadline. Please assist the HR and Payroll teams by making any submissions on time and being available for questions and review.

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.