

BLACKOUT TODAY

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

The blackout begins at 7:00 p.m. CT today!

We are in the final stages of our move to Workday. Here are a few things to keep in mind as you head into the blackout period.

- **Payroll must close by 7:00 p.m. CT for weekly and biweekly even pay groups.** There are no exceptions to this deadline for the Jan. 24 paycheck and adjustments cannot be accommodated until Workday is live on Jan. 27.
- **All data must be up to date in ADP EV5.** Any changes to existing associate and manager data should be completed by 7:00 p.m. CT. This includes any hires joining the organization through Jan. 26.
- **Emergency terminations from 7:00 p.m. CT today through the time Workday goes live on Jan. 27 will need to be completed by HR Operations.** Details can be sent to AskHROps@sysco.com.

Questions?

Send an email to AskHROps@sysco.com. Payroll-related questions should be directed to your Payroll Coordinator.

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.