

BLACKOUT TODAY

— Discover —
WORKDAY
Learn. Click. Explore.

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

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

The move to Workday is underway, and there are two things to remember as the blackout period begins:

- **It is mandatory that payroll closes today by 7:00 p.m. CT for weekly and bi-weekly pay groups.** Payroll files were due yesterday, and there can be no last-minute changes to payroll today.
- **ADP EV5 will be unavailable as of 7:00 p.m. CT.** 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, contact your HRBP.

Sign Up for a Mandatory Tour

If you haven't already, go to bitly.com/syscoworkdaytours 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.