

WORKDAY HOME STRETCH!

— Discover —
WORKDAY
Learn. Click. Explore.

From the Desks of Bettina Brayshaw – Workday HCM Business Lead
and Raj Nagarajan – Director, HR Operations

This email is being sent to USBL, Corporate and SBS Managers of People with
Manager Self-Service (MSS) and Employee Self-Service (ESS) today.

We are beginning the transition from SAP as our system of record for associate data to
Workday HCM (USBL, Corporate and SBS) and Finance (Corporate and SBS).

Transition Begins Friday, Oct. 19, at 5:00 p.m. CT

- **Starting Friday at 5:00 p.m. CT**, SAP Manager Self-Service (MSS) and Employee Self-Service (ESS) will no longer be available as we transition all data to Workday.
- Between this cutoff and our go live on Oct. 29, critical data changes can be manually submitted for entry by HR.

Hiring Oct. 19–29

Hiring during this period – especially for critical positions like drivers and warehouse associates – may continue as normal.

Many of the transactions you do in SAP today are ones you will continue to do in Workday. And, you have even more functionality to manage your team online in Workday:

Associate-Owned	Manager-Owned
Change address, phone number and other personal information	Create a job requisition or posting
Elect federal pay withholdings (W-4)	Approve time off (salaried associates)
Designate direct deposit	Terminate an associate
Support certain new hire activities such as reviewing company policies	Request a change to base pay
Submit time off requests (salaried associates)	Change the job your associate is in (such as moving a Sales Trainee to an M.A.)

Workday Tours

Manager Workday Tours are still available. There are three different tours, each with different topics covered. Sign up for one...two...or even three! Spaces are limited, so [sign up](#) today.

[Click here](#) to learn about all of the activities you'll be able to do in your manager role at Sysco.

Snap it. Load it. Win it! Challenge

Beginning Oct. 29, we will host a Workday contest between associates (200 associates will win \$200) and OpCos (eligible to win an OpCo event). We're asking for your support in encouraging associates to log in and update their information on file with Sysco. Contest details can be found [here](#).



Snap it.



Load it.



Win it!

[SyscoWorkday.com](#) Now Available

Your one-stop place for Workday information is now open. You can check out interactive job aids, sign up for a tour and more. As we get closer to the Oct. 29 go live, we will be adding videos and even more to help you and associates discover Workday.

Questions?

Don't hesitate to reach out to WorkdayHR@corp.sysco.com.

Workday BT Support Oct. 29 – Nov. 16

- 866-981-1190 / 281-584-1190
- service_desk@corp.sysco.com
(for non-urgent inquiries)