

Preparing for the Move

SAP HR to WORKDAY

Begins Oct.19 at 5:00 p.m. CT

— Discover —
WORKDAY
Learn. Click. Explore.

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

This communication was sent to managers of people at U.S. Broadline OpCos,
Corporate and SBS who will go live with Workday HCM on Oct. 29.

As we approach the launch of Workday HCM (Human Capital Management) for U.S. Broadlines, Corporate and SBS on Oct. 29, we will keep you up to date with important information about the transition.

Manager Self-Service (MSS) and Employee Self-Service (ESS) will no longer be available starting on Oct. 19 at 5:00 p.m. CT when data begins to move to Workday.

From Oct. 19 at 5:00 p.m. CT until Oct. 29 when Workday launches, we know there will be times when critical associate data must be updated.

These transactions include:

- Terminations
- State/federal tax updates (primarily for new hires)
- Direct deposit updates (primarily for new hires)
- One-off urgent situations that cannot wait

During this timeframe, your HRBP will manually submit all critical transactions to a centralized team in HR Operations. Stay tuned for more information about the Workday launch.

Contact SyscoWorkday@corp.sysco.com if you have questions about Workday HCM.

Hiring During the Conversion

Where possible, HR and hiring managers are encouraged to schedule hiring prior to or after the blackout period (before 5:00 p.m. CT on Oct. 19 or after Oct. 29) to ensure a smooth start for new associates.

— Discover —
WORKDAY
Learn. Click. Explore.

Go to SyscoWorkday.com to learn more.