



On Oct. 28, we will launch Workday for our USBL, Corporate and SBS associates, including your organization. Workday will support core Finance and HR activities, providing one common data source for associate data and streamlined reporting. The best part is, it will allow us to manage our associates in a more efficient and effective way. It's critical to helping us create an infrastructure that supports Sysco's strategic priorities, which are important to all of us.



## What is Workday?

Workday HCM (Human Capital Management) is our new system to manage all associate-related data; it replaces SAP and EV5 in use today. It's designed to be user-friendly and accessible from any device (including your phone!). Workday streamlines, standardizes and simplifies common people-management tasks, such as hiring, terminations and more.

## Manager and Employee Self-Service

Core to the Workday HCM system is functionality that puts managing necessary associate information into the hands of those closest to it – the associate and the associate's direct manager or supervisor. Beginning Oct. 28, associates will be able to change their address online, update their banking information and provide updated contact information. For managers of people, you will now have the ability and the responsibility to make associate-related changes directly in the system. Actions such as terminating an associate or requesting a backfilled position will be handled by each associate's direct manager.

## Transition Communications

This is the first in a series of communications that will provide you with the right information, at the right time. Here are the highlights of our communication schedule:

**Beginning Oct. 28**, HR will only be able to view associate data and approve certain transactions. Changes for certain activities will be made by associates or managers.

### Mid-October

- You'll receive details about the process for moving to Workday.
- An announcement communication (email at work and at home for our hard-to-reach associates) will help associates move to Workday.

### Week of Oct. 28

Official Workday launch communications will encourage all USBL, Corporate and SBS associates to use Workday for the first time. Hypercare resources will be available to provide support. We'll include a little friendly competition to encourage engagement. Watch for more details coming in October.

## More Information

We have built a [manager preview page](#) to support you through this transition. Visit the preview page for information about upcoming communications and tools, a timeline of the Workday transition and more. Additional details are coming your way in October.

There's no action required of you today. We appreciate your patience and excitement for Workday. If you have questions that can't wait, don't hesitate to reach out to [workdayHR@corp.sysco.com](mailto:workdayHR@corp.sysco.com).