ASSOCIATE RECORDS IN WORKDAY

— Discover — WORKDAY Learn. Click. Explore.

Workday HCM allows us to leverage technology to bring certain business and people processes together to manage them efficiently, all in one place. Workday HCM also gives us the ability to go paperless in many parts of managing an associate's record from hire to retire.

As more features are added to Workday HCM, even more records will be incorporated into this user-friendly system, ensuring consistent recordkeeping across the organization. Until then, here is a summary of key associate records and how they can be managed with the introduction of Workday HCM.

Why We Keep Personnel Files

The main purpose of keeping personnel files is to capture the history of the employment relationship with our associates and have an accurate historical view of the important happenings during an associate's career. Personnel files help to support our decision about an associate's career and help us demonstrate our rationale behind hiring, promotions, job transfers, rewards and recognition, and other employment-related decisions. When considering if an item belongs in an associate's personnel file, ask yourself, *"Will this document be helpful if someone is trying to make an employment decision about this associate?"* If the answer is *"No,"* then it likely does not belong in the personnel file. Keep in mind that a personnel file may turn into evidence in a lawsuit, so we want to ensure that we do not include items in an associate's file that are not factual and/or cause unnecessary liability.

Associate Documents

The following summarizes the various documents that should be stored in Workday HCM and who has access to upload and view those documents.

DOCUMENT	EXAMPLES/COMMENTS	ASSOCIATES CAN...	MANAGERS CAN...	HRBP CAN...
CMP (Final Version)		VIEW	UPLOAD VIEW	UPLOAD VIEW
Contractual Agreements	Non-Compete, Repayment Agreements, Severance Agreements	VIEW		UPLOAD VIEW
Departure from Company	Resignation Letters, Termination Notices, Severance Agreements, Exit Interviews	VIEW		UPLOAD VIEW

continued on next page

Record Retention at Sysco

If you have uploaded a document to Workday, you do not need to retain a copy in a local file. Workday is compliant with Sysco's Record Retention Policy which can be found **here**.

Sysco At the heart of food and service

DOCUMENT	EXAMPLES/COMMENTS	ASSOCIATES CAN...	MANAGERS CAN...	HRBP CAN...
Personal Information – Legal Name Change	Marriage Certificates, Divorce Decrees	UPLOAD VIEW		VIEW
Policy Acknowledgments	Disclosure Policy, Nepotism Policy, Code of Conduct Policy, Travel and Expense Policy, Sysco Social Media Policy, Mobile Device Policy, Weapons Free Workplace Policy, Associate Handbook, Vacation Repayment, etc.	VIEW		UPLOAD VIEW
Warning / Disciplinary Action	Written Warnings, Suspension Notifications		UPLOAD VIEW	UPLOAD VIEW
Employee Performance	Commendations, Awards, Customer Complaints, Attendance/Tardiness Documents		UPLOAD VIEW	UPLOAD VIEW
Performance Documents/Evaluation	Performance Improvement Plans, IDPs, 360 Feedback Forms, recaps of performance discussions		UPLOAD VIEW	UPLOAD VIEW
Training/Development	New Hire Checklists, Training documentation tied to an associate's job performance (such as MA or Selector training)		UPLOAD VIEW	UPLOAD VIEW
Job Movement Documents	Documents not tied to the recruiting process such as Promotion, Transfer and Demotion letters		UPLOAD VIEW	UPLOAD VIEW
Personnel File Documents	Jury Duty Summons, Bereavement documents (obituary, funeral program, prayer card, death certificate)	UPLOAD VIEW	VIEW	VIEW
Talent Acquisition				
• **Recruiting Documents**	Offer Addendum, Relocation Payback Agreement		VIEW	VIEW
• **General Documents**	Offer Letter, Application			
• **Candidate Records**	Resume, Cover Letter	UPLOAD VIEW	VIEW	UPLOAD VIEW

Current Documents

You may have historical paper records on current and former associates. It is not required that you scan and upload paper documents that can now be stored in Workday.

If an associate is moving to another company, you may wish to scan and upload necessary documents to the associate's Workday record.

Associate-owned Paperless Records

Associates directly manage their own records without submitting any paperwork for changes to:

- **Home Contact** (address, email, phone numbers)
- **Emergency Contact**
- **Preferred Name**
- **Direct Deposit**
- **Federal Withholdings**
- **Profile Photo**

Records NOT in Workday

There are certain documents that should never be housed in Workday HCM:

- Legal advice
- Investigations/Complaints
- Union grievances and related
- Medical, sick time or drug testing records
- Recruiting documents not specified, such as interview notes
- LOA or Return to Work documentation

Current Systems of Record

FUNCTION	SYSTEM OF RECORD
Garnishments/ Payroll	ADP
Recruiting	Workday
Onboarding	Workday
Leave of Absence	The Hartford
Benefits	Alight (Sysco Benefits Center) & Fidelity
Investigations/ Complaints	Convercent

Frequently Asked Questions

If an associate joined Sysco before the launch of Workday, do they need to accept or acknowledge any of their employment policies again in Workday?

Accepting or acknowledging company policies within the Workday HCM system is an onboarding requirement for associates who join the company (or move to another Sysco company) on or after the launch of Workday.

Do I need to upload paper records into Workday HCM for any associates hired before Workday HCM became our system of record?

You do not need to upload associate records created prior to the launch of Workday HCM. All documents created after the launch of Workday should be uploaded into Workday HCM. If an associate is moving to another Sysco company, you may wish to scan and upload necessary documents to the associate's Workday record.

If I decide to scan and upload the paper files I have for an associate hired before Workday HCM became our system of record, do I need to retain the paper files?

If a document has been uploaded to Workday, it does not need to be retained in paper form and can be destroyed.

Are there any associate records that should not be loaded into Workday HCM?

Legal advice, investigations/complaints, Union grievances and related documents and any medical or drug testing related document should not be uploaded Workday HCM.

Should I be including recruiting documents in Workday?

Certain documents will automatically flow from the Candidate record to the Associate record. Interview Guides and notes as well as Feedback Forms will be maintained on the Candidate record in Workday. Any documents normally stored in an associate file should be uploaded and stored in Workday.

Where can I see the associate's offer letter?

For associates hired on or after Jan. 27, 2020, in Workday, you may contact the Ask HR team for a copy of the associate's Workday-generated offer letter.

Can we upload other policy documents not contained within the Workday system as part of the onboarding process?

Yes, you should upload to Workday other acknowledgements required by your location.

Should CMPs be uploaded into Workday?

If a CMP is loaded in Talent Central – SuccessFactors, there is no need to load the CMP in Workday.

If you have additional questions about associate records, contact your Legal team representative.

Sysco®
At the heart of food and service