

# Sysco Network ID and SSPR HR Distribution Instructions

As of April 1, 2022, US payroll is moving to Workday. Therefore, Sysco is making sure that every associate has their Sysco Network ID and password set up. All associates are required to set up Self-Service Password Reset (SSPR).

Our deskless associates—largely our Maintenance, Transportation and Warehouse associates—do not work at computers and do not know or use their Network IDs, so it's important that we get this information to them before pay stubs are in Workday on April 1.

We need your help providing this information to associates.

## STEP 1

### Sort associate personalized brochures by Maintenance, Warehouse and Transportation managers.

Personalized brochures created with data in Workday as of January 18, 2022, will be shipped to your location beginning in mid-March. Note that you may not receive your boxes until late March. The box will include three sets of brochures that are color-coded for easy distribution:

- **Blue** personalized brochures, with a small envelope in the bottom left corner, for associates who have not yet set up a network password and registered for SSPR. These include personalized badges with the associates' Sysco Network IDs and UPNs/username on them.
- **Green** personalized brochures for associates who have already set up a network password and are registered for SSPR. These include personalized badges with the associates' Sysco Network IDs and UPNs/username on them.
- **Orange** generic brochures for anyone hired on or after January 19, 2022. These include generic badges.

Sort these brochures by the managers name on the front cover.

## STEP 2

### Print the emails sent you to from Sysco BT.

Sysco BT will provide you with an individual email for each Warehouse, Maintenance and Transportation associate at your location. You will access them from the *HR Welcome Letter* Distribution List. The email will include each associate's Sysco Network ID and temporary password. Print these emails.

Note: There will be emails only for associates who have not yet set up passwords and registered for SSPR and are getting blue brochures. Anyone hired on or after January 19, 2022, will get orange brochures and will get an email. Associates who have already registered for SSPR get green brochures and do not get emails.

STEP  
**3**

## Pair the emails from BT with the associates' brochures

You will be provided with a list of each Warehouse, Maintenance and Transportation associate at your location who will get a brochure, which brochure they will get and if they will get an email. This list will be in the box you receive with the brochures.

- **If you have an email but no personalized brochure**, this is likely due to your new hires who have come into the organization since the personalized materials were created on January 18, 2022. Pair the email with one of the orange generic brochures. Separately store the remainder of the new hire brochures to use during new hire onboarding. If you run out of generic brochures and badges, there are materials on [SyscoBenefits.com/SSPR-HR](https://SyscoBenefits.com/SSPR-HR) you can print and provide to associates.
- **If you have a personalized brochure but no email**, this is likely due to terminations that have happened since the personalized materials were created on January 18, 2022. These brochures should be destroyed. Note: Due to the sensitive data contained within, shred these materials rather than throwing them away.

STEP  
**4**

## Provide manager/supervisors with the brochures for their associates and be prepared to provide support.

Once you have everything prepared, you will hand out the bundles to each manager/supervisor at your location who has deskless associates. Managers/supervisors should aim to hand out all brochures (and emails, if applicable) within two to three days so that associates can get SSPR set up as soon as possible before April 1, 2022.

You'll regularly be emailed a dashboard that tracks how many associates have registered at your location. Be prepared to follow up with managers/supervisors to ensure that registrations are completed and offer support as needed.

Review all the materials on [SyscoBenefits.com/SSPR-HR](https://SyscoBenefits.com/SSPR-HR). Note that the site has all associate materials translated into Spanish, Tagalog, Mandarin Chinese, Traditional Chinese, Swahili, Burmese, Vietnamese and Haitian Creole.

STEP  
**5**

## Prepare for activation by printing the Workday Report *Employee Listing with UserName ID*.

Run the Workday report *Employee Listing with UserName ID* for an easy reference of each associate's Network ID. A tear-off pad has been provided to you. Use this if an associate misplaces their Network ID or needs printed instructions.