

ORDER FORM P00446910.0
TO THE WORKDAY END USER SUBSCRIPTION TERMS AND CONDITIONS (“EUSA”)
TO THE MASTER AGREEMENT (“MASTER AGREEMENT”)
UNDER THE OMNIA PARTNERS CONTRACT #01-140
(“OMNIA AGREEMENT”)

Reseller Name	Precision Task Group, Inc. or PTG (hereinafter, the “Reseller”)
Customer Name	City of Grand Prairie
Workday Entity	Workday, Inc. 6110 Stoneridge Mall Road Pleasanton, CA 94588
OMNIA Agreement Effective Date	September 1, 2022
Master Agreement Effective Date	[DATE]
Product Terms	Service SKUs identified in the Workday Service SKU Descriptions Addendum below are subject to the Product Terms for the applicable Product Line available at https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html , which are incorporated herein by reference and for which Workday will provide notice of updates by posting updated versions. The current versions for the Product Terms as of the Effective Date of this Order Form are attached to this Order Form for reference. For clarity, any references to “MSA”, “uMSA” or “Agreement” in the Product Terms shall mean the EUSA.
Order Effective Date	The later of the dates of the parties’ signatures below
Order Term	October 31, 2024 through October 30, 2034
WSP Order Term	October 31, 2024 through October 30, 2027
Currency	USD
Total Fees	9,139,485
Tenant (or Instance as applicable) Base Name <i>Tenant Base Name is used to generate Workday tenant URLs.</i>	gptx

Payment Schedule Table

Payment #	Payment Due Date	Payment Amount
1	Due Net 60, invoiced upon Order Effective Date	413,842
2	Due in accordance with the Agreement on First anniversary of the Order Term start date	426,534
3	Due in accordance with the Agreement on Second anniversary of the Order Term start date	1,057,280
4	Due in accordance with the Agreement on Third anniversary of the Order Term start date	974,113
5	Due in accordance with the Agreement on Fourth anniversary of the Order Term start date	993,596
6	Due in accordance with the Agreement on Fifth anniversary of the Order Term start date	1,013,463
7	Due in accordance with the Agreement on Sixth anniversary of the Order Term start date	1,033,736
8	Due in accordance with the Agreement on Seventh anniversary of the Order Term start date	1,054,412
9	Due in accordance with the Agreement on Eighth anniversary of the Order Term start date	1,075,499
10	Due in accordance with the Agreement on Ninth anniversary of the Order Term start date	1,097,009
	Total Payment Amount	9,139,484

For the avoidance of doubt, the Payment Schedule Table will be used for invoicing purposes.

Subscription Fees Table

Subscription Period	Date Range	Subscription Fee
1	October 31, 2024 through October 30, 2025	413,842
2	October 31, 2025 through October 30, 2026	426,534
3	October 31, 2026 through October 30, 2027	1,057,280
4	October 31, 2027 through October 30, 2028	974,113
5	October 31, 2028 through October 30, 2029	993,596
6	October 31, 2029 through October 30, 2030	1,013,463
7	October 31, 2030 through October 30, 2031	1,033,736
8	October 31, 2031 through October 30, 2032	1,054,412
9	October 31, 2032 through October 30, 2033	1,075,499
10	October 31, 2033 through October 30, 2034	1,097,009
	Total Subscription Fee	9,139,484

The Subscription Fees Table provides the Subscription Fees for each applicable Subscription Period. The Subscription Fee for Subscription Period 2 onwards includes a capped Innovation Index of 2.0% (as defined in the Additional Definitions Section below). During the initial Order Term, any increases due to CPI (also defined below) are waived. Customer understands that the Subscription Fees above reflects Customer's planned phased deployment, and any adjustment to the deployment timeline will not result in changes to the Payment Schedule or Subscription Fees.

Subscription Rights Table

SKU	Service	Pricing Metric	Annual Subscription Rights
CHCM	Core Human Capital Management	FSE*	Full Enterprise (incl. Former Workers with Access)
TLO	Talent Optimization	FSE*	Full Enterprise
HLP	Help	FSE*	Full Enterprise
JRNY	Journeys	FSE*	Full Enterprise
EMPVCE	Peakon Employee Voice	FSE*	Full Enterprise
CCB	Cloud Connect for Benefits	FSE*	Full Enterprise
USP**	Payroll for United States	FSE*	United States-based Employees only
LRN	Learning	FSE*	Full Enterprise
MCNF	Media Cloud - No Fee	FSE*	Full Enterprise
CCLRN	Cloud Connect for Learning	FSE*	Full Enterprise
REC	Recruiting	FSE*	Full Enterprise
FIN	Core Financials	FSE*	Full Enterprise
GM	Grants Management	FSE*	Full Enterprise
PPLA	People Analytics	FSE*	Full Enterprise
PRA	Prism Analytics Enterprise	FSE*	Full Enterprise with up to 20 million Published Data Rows at any time for each Tenant (or Instance as applicable)
PRJT	Projects	FSE*	Full Enterprise
TT	Time Tracking	FSE*	Full Enterprise
EXP	Expenses	FSE*	Full Enterprise
PRO	Procurement	FSE*	Full Enterprise
SRCEXP	Strategic Sourcing Expert	Flat Fee	Up to 20 Users
WSP	Workday Success Plan	% of Fee	WSP - Accelerate

*For Pricing Metric details see the Full-Service Equivalent ("FSE") Count Table below.

**Customer agrees that the number of FSE Workers for all Workday Payroll applications and CCTPP will always be equal to the total number of FSE Workers for HCM minus Former Workers with Access.

Full-Service Equivalent ("FSE") Count Table

FSE Population Category	Baseline FSE Count
Full Enterprise (incl. Former Workers with Access)	1,770
Full Enterprise	1,762
United States-based employees	1,762

Named Support Contacts Table

Number of Named Support Contacts*	6
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*Named Support Contacts are the contacts that may request and receive support services from Workday and must be trained on the Workday product(s) for which they initiate support requests.

Customer Contact Information

	Billing, In Care of <i>Responsible for payment processing and will receive invoicing and billing-related communications.</i>	Customer Support <i>Main point of contact for Workday Support and will receive initial login credentials.</i>	Subscriptions Contact <i>Main point of contact for responding to and fulfilling the Growth and Expansion Obligations.</i>
Contact Name	Mike Joy	Mike Joy	Mike Joy
Street Address City/Town, State/Region/County, Zip/Post Code, Country	318 W. Main Street Grand Prairie, Texas 75050 United States	318 W. Main Street Grand Prairie, Texas 75050 United States	318 W. Main Street Grand Prairie, Texas 75050 United States
Phone/Fax #	(972) 237-8215	(972) 237-8215	(972) 237-8215
Email (required)	mjoy@GPTX.org	mjoy@GPTX.org	mjoy@GPTX.org
Internal Reference or PO (optional)			
Tax Exempt? Yes / No	If yes, US Exemption Tax Certificate or FST/VAT Number		

For customers based in the U.S., certain portions of the Service included in this Order Form can be used with optional downloadable software components ("**Downloadable Components**"). Any applicable tax for Downloadable Components will be separately presented on the invoice based on a valuation attributed to the Downloadable Components. As of the Order Effective Date, there is no value attributed to any of the Downloadable Components.

For reference only, a copy of the Product Terms as they exist as of the Order Form Effective Date are attached hereto. Any Service SKU described in this Order Form is a Covered Service under the Workday Universal DPE and Workday Universal Security Exhibit. All purchase order forms, tax exemption certificates and FST/VAT/business registration, supplier setup requests, and invoice inquiries shall be submitted to accounting@ptg.com.

THE VALIDITY OF THIS ORDER FORM IS CONDITIONED ON RESELLER RECEIVING FROM CUSTOMER A SIGNED COPY OF THIS ORDER FORM BY NO LATER THAN NOON CENTRAL TIME ON OCTOBER 25, 2024 (“Deadline”). Notwithstanding the foregoing, this Order Form shall be valid if Reseller, in its sole discretion, accepts an Order Form received after the Deadline. Reseller will notify the Customer in the event Reseller does not accept the Order Form.

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Order Form.

City of Grand Prairie

Precision Task Group, Inc.

Signature

Signature

Name

Name

Title

Title

Date Signed

Date Signed

ADDITIONAL ORDER FORM TERMS ADDENDUM

1. General.

Unless otherwise defined herein, capitalized terms used in this Order Form have the same meaning as set forth in the EUSA. The Total Subscription Fee is based on the maximum indicated in the Subscription Rights Table and any use in excess of such maximum(s) indicated will be subject to the Growth and Expansion section herein. Annual Subscription Rights limits may not be decreased during the Order Term.

2. FSE Metric Calculation and Worker Category Definitions.

The total FSE Count is calculated by categorizing each Worker to one of the Worker Categories below, multiplying the applicable number of Workers by the Applicable Percentage, and then adding the FSE Count for each Worker Category.

FSE Calculation Table:

Worker Category	Total Workers	Applicable Percentage	FSE Count
Full Time Employees	1,650	100.0%	1,650
Part-Time Employees	420	25.0%	105
Associates	50	12.5%	7
Former Workers with Access	300	2.5%	8
Total FSE Count:	2,420		1,770

The Service may be used by Customer only for the Worker Categories listed above and as defined below.

“Full-Time Employee” is an employee of Customer regularly scheduled for more than twenty hours per week regardless of the method of payment or actual hours worked, whether or not such employee is eligible to receive employee benefits in accordance with Customer’s internal standard practices. A Full-Time Employee will be considered non-temporary if they are hired to work for a period of more than 3 months in a given year.

“Part-Time Employee” is an employee of Customer regularly scheduled for twenty hours per week or less regardless of the method of payment or actual hours worked, whether or not such employee is eligible to receive employee benefits in accordance with Customer’s internal standard practices. A Part-Time Employee will be considered non-temporary if they are hired to work for a period of more than 3 months in a given year.

“Associate” is an individual not counted as a Full-Time or Part-Time Employee but in one of the following categories: temporary employees, independent contractors and affiliated non-employees including, but not limited to, volunteers and vendors whose Active Records are in the Service.

“Former Worker with Access” is a former worker that continues to have access to the Service through the Employee Self-Service features. Former Workers with Access are only included in the Subscription Rights for the Human Capital Management Service.

Former Workers with Static Records shall be excluded from the FSE calculation but may continue to be maintained in the Service. **“Static Records”** are records in the Service for workers with whom Customer has no further relationship and to whom Customer does not provide self-service access. Static Records include former worker records used solely for historical reference. All other worker records are **“Active Records”**.

3. Additional Metric Definition(s).

Additional Metric Definition Table

	Metric	Definition
PRA	Published Data Rows	The total number of data rows capable of being reported upon in Customer’s PRA data catalog. Published Data Rows are measured separately for each Tenant (or Instance as applicable).
SRCEXP Users	User	An individual authorized by Customer associated with a single, unique email address for purposes of accessing the Service.
PRACU	Published Data Rows	The total number of additional data rows capable of being reported on in Customer’s PRA data catalog. These data rows are in addition to Customer’s existing Published Data Row

		entitlements under Customer’s PRA subscription and any other PRACU subscription(s). Published Data Rows are measured separately for each Tenant (or Instance as applicable).
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4. Workday Success Plans Additional Terms.

Workday Success Plans is described in and subject to the Workday Success Plans Program Terms site (<https://www.workday.com/content/dam/web/en-us/documents/legal/workday-success-plans-accelerate-accelerateplus-plans-program-terms.pdf>) and subject to the terms of the Workday Customer Experience Program Addendum (<https://www.workday.com/en-us/legal/contract-terms-and-conditions/index/exhibits.html>). In the event of a conflict between the terms of this Order Form and the terms of either of the Workday Success Plans Program Terms or the Workday Customer Experience Program Addendum, the terms of this Order Form shall control. The Pricing Metric in the table above for Workday Success Plans is based on the annual Subscription Fees during the Order Term. If Customer purchases additional SKU’s or Subscription Rights during the Order Term, an additional fee equal to 15.0% of the new Subscription Fees will be added for the Workday Success Plan to the new Order Form. The total Workday Success Plan fees assessed on this Order Form, in the amount of 204,535, represent fees associated with the SKU(s) purchased under this Order Form.

5. Growth and Expansion.

A. Annual Reporting Obligation.

Customer will report to workday@ptg.com no earlier than 90 days and no later than 60 days (“**Annual Reporting Period**”) based on the number of Active FSE Worker Records and Additional Metrics provided below, as applicable, as of 90 days (“**Count Date**”) prior to each anniversary of the Order Term start date. Customer agrees to pay fees for any excess Subscription Rights at the Expansion Rates described below to cover the period from the anniversary of the Order Term start date immediately following the Annual Reporting Period through the subsequent anniversary date (each a “**Reporting Cycle**”). Customer understands that an order form will be required to document any annual fees due pursuant to this section in its entirety. Such order form must be executed no later than 30 days prior to each anniversary of the Order Term start date until the Renewal (as defined below), at which time the Annual Reporting Obligation will be incorporated into the Renewal Term.

a. FSE Metric Reporting.

Reporting for Active FSE Worker Records is based on the additional FSE Workers which are defined as any Active FSE Worker records exceeding the Baseline FSE Count.

FSE Expansion Table

SKU	Annual FSE Expansion Rate
All Service SKU(s) with the FSE Pricing Metric in the Subscription Rights Table unless stated otherwise within this table	494.17
USP	52.89

b. Additional Metric Reporting based on highest daily number.

Reporting for the following SKU(s) is based on the highest daily number set forth in the Subscription Rights Table for the 12-month period preceding the Count Date. For avoidance of doubt, Customer understands the reporting for Year 1 is based on the 9 months preceding the Annual Reporting Period.

i. Additional Metric Expansion Table

SKU	Additional Metric Increase	Annual Expansion Rate for Additional Metric Increase
SRCUSR	Strategic Sourcing User (Additional)	5,383
PRACU	Each increment of 10M Additional Published Data Rows	21,530

B. Growth Event Reporting Obligation.

In addition to the Annual Reporting Obligation, if Customer exceeds any Subscription Rights by % or more (“**Growth Event**”) as a result of any one-time addition of Workers (e.g., M&A), Customer must report the excess Subscription Rights to workday@ptg.com within 30 days of the Growth Event. Customer agrees to pay the applicable annual fees from the start date of the Growth Event through the subsequent anniversary date which will be documented under a separate order form.

C. Workday Success Plans Reporting.

In conjunction with any fees due as a result of the Annual Reporting Obligation or Growth Event Reporting Obligation, an additional fee of 15.0% will be added for Workday Success Plan for any excess Subscription Rights.

6. Renewal.

Customer may renew its subscription for the Service by notifying Reseller prior to the end of the Order Term and Reseller will generate a new Order Form for a single three-year renewal term (“**Renewal Term**”) at the below pricing. Such order form must be executed no later than 30 days prior to the end of this Order Term.

Renewal Table

Renewal Term Years	Annual Renewal Subscription Fees
1st year of Renewal Term	Base Subscription Fee x (1+ (5% Innovation Index + Renewal Term CPI))
2nd year of Renewal Term	Previous Year Subscription Fee x (1+ (5% Innovation Index + Renewal Term CPI))
3rd year of Renewal Term	Previous Year Subscription Fee x (1+ (5% Innovation Index + Renewal Term CPI))

The “**Base Subscription Fee**” means the Subscription Fee for the final Subscription Period listed in the Subscription Fees Table, minus any fees for Workday Success Plans in the final Subscription Period. If the final Period is a partial year, Base Subscription Fee is the annualized value of the final Annual Period Subscription Fee. The Renewal fees for the Workday Success Plan will be based on the greater of either the minimum fee or 15.0% of the annual Renewal fees, as described in the Annual Renewal Subscription Fees table above. The Expansion Rates for the Renewal Term shall be increased by the same percentage as the Annual Renewal Subscription Fees per year in the Renewal Table. Fees for the Renewal Term are due by the first day of each corresponding year of the Renewal Term. Individual payments shall match the Annual Renewal Subscription Fee as defined in the Renewal Table above. If Customer wishes to procure any additional SKUs or Subscription Rights for a Renewal Term that are not included in the Base Subscription Fee, fees for those items will be in addition to the fees anticipated under this section.

7. Additional Definitions (as applicable).

“**CPI**” means the consumer price index established by the United States Department of Labor for All Urban Consumers, US City Average, All Items (change in annual average).

“**Renewal Term CPI**” means CPI established for the calendar year prior to the most recent February 1 preceding the Renewal Term, if a positive number.

“**Innovation Index**” means the fixed annual rate of increase in Subscription Fees based on improved Service functionality and performance that is a result of Workday’s efforts and investment in product development and infrastructure.

8. Additional Scope of Use Terms.

Prism Analytics. Customer may import and utilize third party data (including any data services that Workday may make available to Customer) with PRA but only to the extent Customer has independently obtained all necessary rights and licenses to do so and Customer’s use of such data is in compliance with such data provider’s terms of use and applicable Laws. PRA is not provided in a PCI compliant environment so it may not be used for PCI data. Customer may monitor its own usage in PRA and manage Published Data Rows by unpublishing, filtering and republishing, or deleting data, in order to keep its usage of PRA below the Published Data Rows limits set forth above, or Customer may purchase additional Published Data Rows entitlements (set forth in the “**Growth and Expansion**” section above). Workday reserves the right to monitor the number of Published Data Rows by Tenant (or Instance as applicable) used by Customer. Customer understands that if at any time Customer exceeds the Data Limit then Customer may experience reduced performance of the Tenant (or Instance as applicable). “**Data Limit**” for each Tenant (or Instance as applicable) is the sum of the Published Data Row entitlement as set forth in the “**Subscription Rights Table**” above for a particular Tenant (or Instance as applicable) and any additional current Published Data Row entitlements purchased by Customer.

9. Customer Identification

Workday and Reseller may use Customer's name and logo in lists of customers, in marketing and presentations, on its earnings calls, in releases, and on its website. Workday and Reseller may also reference Customer’s name in verbal format.

Further, at Workday's and/or Reseller's, as applicable, reasonable request and at Customer's reasonable discretion, Customer shall (1) make Customer's representative, as mutually agreed, available for reference calls with prospective Workday and Reseller's customers or industry analysts; (2) work with Workday and Reseller to produce a case study (in written or video format), that describes Customer's use of the Workday Service or portion of the Service and includes supporting quotes from Customer; (3) participate in or speak at Workday and Reseller-hosted prospect events; and (4) be featured in a Workday and Reseller Blog, Whitepaper, or Webinar if asked to do so.

WORKDAY SERVICE SKU DESCRIPTIONS ADDENDUM

Customer may only use the Service SKUs subscribed to as indicated in the body of this Order Form.

Service	Product Line	Description
Core Human Capital Management	Human Capital Management	Workday Core HCM supports an organization in organizing, staffing, paying, and developing its global workforce. Workday Core HCM includes global human resources management (workforce lifecycle management, organization management, worker profile, compensation, business asset tracking, absence, and employee benefits administration). Workday Core HCM includes connectors that facilitate integration to select Workday partners that provide capabilities including: recruiting, learning, time and attendance, and user account provisioning (LDAP/Active Directory).
Talent Optimization	Talent Management	Talent Optimization includes talent and performance functionality (goals, development plans, employee performance reviews, talent and performance calibration, feedback, check-ins, succession, mentors and connections, competency management, talent pools, and talent matrix reports). Talent Optimization also includes features (if and when available) that enable organizations to optimize their workforce and workers to optimize their careers. It supports talent mobility by connecting an organization's workforce with internal opportunities matched to their skills, experience, and interests. It also guides workers and enables them to explore potential opportunities.
Help	Human Capital Management	Help includes a knowledge base with features to create, maintain and manage organizational content, and a case management system with features to create, route and resolve human resources cases.
Journeys	Human Capital Management	Journeys enables customers to surface content from inside and outside of Workday for employee milestone events (journey paths) and every day work activities (cards).
Peakon Employee Voice	Workday Peakon Employee Voice	Workday Peakon Employee Voice provides organizations with the data required to surface granular insights around employee engagement, sentiment and inclusion, capturing real-time feedback across the organization. Workday Peakon Employee Voice delivers timely and relevant questions to your workforce and delivers data insights across the entire employee lifecycle, coupled with contextual guidance, targeted learning and development opportunities, action plans and reports, and prescriptive action tracking features. Workday Peakon Employee Voice provides standard question sets aligned to topics such as employee engagement, diversity & inclusion, health & wellbeing, manager and employee sentiment, as well as the ability to create custom questions. Global and industry benchmarks, aggregated from the results of standard questions sets, provide companies the ability to compare to similar organizations.
Cloud Connect for Benefits	Human Capital Management	Cloud Connect for Benefits extends Workday HCM by providing integration to a growing catalog of benefits providers, including: health insurance, health and flexible spending

		accounts, retirement savings plans, life insurance, AD&D insurance, and COBRA administrators.
Payroll for United States	Payroll	Workday Payroll for US supports the creation and management of Payroll for U.S. employees. Configure earnings, deductions, accumulations, and balances. Identify tax authorities each company wishes to withhold for. Manage worker tax data, payment elections, involuntary withholding orders, and payroll input. Calculate, review/audit, and complete payrolls and settlement runs. Configure and calculate payroll commitments. Workday Payroll includes connectors that facilitate integration to select Workday partners that provide capabilities, including: time and attendance, tax filing, check printing, and direct deposit.
Learning	Talent Management	Workday Learning supports an organization in training and developing its workforce. This includes the ability to manage, organize and deliver learning content using Media Cloud, and to leverage Workday HCM data to create targeted learning campaigns. A variety of learning content is supported - including but not limited to video, packaged third-party content, and user-generated content. Workday Learning also offers the ability to manage certifications and instructor-led course enrollments, and to gather feedback and analytics relating to the learning experience.
Media Cloud - No Fee	Platform and Product Extensions	Workday Media Cloud is a media content management system that consists of Workday's storage, encoding, caching, playback, streaming, and related service components as provided by Workday for customers of the Workday Service. A variety of learning content is supported by Media Cloud, including but not limited to video, packaged third-party content, and user-generated content.
Cloud Connect for Learning	Talent Management	Cloud Connect for Learning extends Workday Learning by providing integrations to third party content providers. This includes the ability to search third party learning course information, access learning courses, and, if and when available, track and retain records. This SKU requires an active subscription to Workday Learning.
Recruiting	Talent Management	Workday Recruiting supports an organization in its talent acquisition process. It is designed to help hiring managers and recruiters identify, hire and onboard the right talent for their business. Workday Recruiting supports the hiring process, including pipeline management, requisition management, job posting distribution, interview management, offer management, as well as supports local data compliance and pre-employment activities. Workday Recruiting also offers hiring teams tools to proactively source, nurture and track internal and external prospective candidates throughout the recruiting process.
Core Financials	Financial Management	Core Financials provides traditional financial management and accounting functionality, including financial management, accounting and reporting, financial consolidation, supplier accounts, customer accounts, business assets, cash management, budgets, contracts, billing and revenue recognition. Core Financials includes connectors that facilitate

		integration to select Workday partners that provide capabilities, including customer relationship management, electronic payments and customer payments via credit card.
Grants Management	Financial Management	Workday Grants Management enables organizations to administer and report on awards from the federal government, foundations, or other funding institutions. Workday Grants Management includes functionality to track and manage sponsors, awards, grants, and grant hierarchies. It also includes capabilities to calculate facilities and administration costs, and to bill and report to sponsors.
People Analytics	Analytics and Reporting	People Analytics is a pre-configured analytic application that uses augmented analytics to provide insights into a variety of workforce trends based on data in Workday. People Analytics has a standard data model and works on a defined set of Workday data sources.
Prism Analytics Enterprise	Analytics and Reporting	Workday Prism Analytics is an analytics application that provides Workday customers the ability to blend and analyze Workday data and non-Workday data from multiple sources. Workday Prism Analytics includes a data repository for storage and management of data, data preparation tools for transformation and blending of data from various sources, and tools to explore and analyze the data.
Projects	Financial Management	Projects enables organizations to create and manage projects, initiatives, and other types of work. This includes the ability to build project plans and utilize project breakdown structures that include phases, tasks, and milestones as well as plan, staff, and track projects, capital projects, initiatives, and work efforts.
Time Tracking	Workforce Management	Workday Time Tracking supports an organization in collecting, processing, and distributing time data for its global workforce. Workday Time Tracking module includes the following capabilities: basic time scheduling, time entry (hourly, time in/time out), approvals, configurable time calculation rules, and reporting.
Expenses	Financial Management	Workday Expenses supports employee expense processing. Workday Expenses includes self-service and administrative functions to support employee expense reporting and reimbursement, including expense reports, global expense rules, approvals, reimbursement, credit card integration and spend analytics. Workday Expenses includes connectors that facilitate integration to partners that provide capabilities, including corporate card transactions and travel partners.
Procurement	Spend Management	Workday Procurement includes procure to pay functionality to address spend for goods and services. Manage suppliers, supplier contracts, requisitions, purchase and change orders, receipts, and goods and services sourcing. Maintain purchase items, catalogs, and a supplier portal. Create receipt accruals for approved, but not yet invoiced receipts. Workday Procurement includes connectors that facilitate integration to partners that provide capabilities, including: corporate card transactions, and support for 'punchout' to suppliers.

Strategic Sourcing Expert	Spend Management	Workday Strategic Sourcing supports organizations in sourcing goods and services from Suppliers. Workday Sourcing Expert Package includes Sourcing Pipeline Platform, Sourcing Intake, Sourcing Supplier Management, Sourcing RFX Engine, Sourcing eAuctions Platform, Sourcing Dynamic Negotiations & Analytics (DNA), and Sourcing Contracts. Supports unlimited Stakeholders and Suppliers.
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Analytics & Reporting Product Terms

These Product Terms apply to the Analytics & Reporting Product Line SKUs subscribed to in an Order Form. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	Support for this Product Line is provided as set forth in the Workday SLA found here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html
Subprocessors	Subprocessors associated with this Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html
Enhanced Features	Customer Content is used to improve and personalize machine learning and analytics features associated with this Product Line, which can be found here: https://community.workday.com/node/1179996 (collectively, " Analytics & Reporting Enhanced Features "). Customer can manage Workday's use of Customer Content for Analytics & Reporting Enhanced Features as further described in the Documentation.
Additional Terms	<p>The terms in this Additional Terms section apply only to the extent that Customer uses the specific functionality indicated below.</p> <p>People Analytics Stories and insights displayed in the Skills topic area: (a) may only be used to evaluate training and upskilling opportunities; and (b) are not approved for any other use and may not be used to make any hiring, promotion, selection, evaluation or other employment decisions. Customer is solely responsible for verifying the accuracy of Stories and determining the appropriateness of any related suggestions or recommendations.</p>

Last updated: March 1, 2024

Financial Management Product Terms

These Product Terms apply to the Financial Management Product Line SKUs subscribed to in an Order Form. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	Support for this Product Line is provided as set forth in the Workday SLA found here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html
Subprocessors	Subprocessors associated with this Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html
Enhanced Features	Customer Content is used to improve and personalize machine learning and analytics features associated with this Product Line, which can be found here: https://community.workday.com/node/1179996 (collectively, " Financial Management Enhanced Features "). Customer can manage Workday's use of Customer Content for Financial Management Enhanced Features as further described in the Documentation.
Additional Terms	<p>The terms in this Additional Terms section apply only to the extent that Customer uses the specific functionality indicated below.</p> <p>Accounting Center: Customer may import external data to and create new datasets within the Data Catalog solely to transform, normalize, and prepare data for processing by Accounting Center. Customer may use the Accounting Center-created Accounting Center Dataset(s) for the purposes of end user reporting. "Data Catalog" is the functionality provided by Workday to import, transform, normalize, organize, and prepare data for processing by Accounting Center.</p> <p>Auditoria.AI SmartBots for Workday: Customer acknowledges that Auditoria.AI SmartBots for Workday is not intended for storage or transmission of Protected Health Information as defined in 45 C.F.R. §160.103.</p> <p>Customer Content will be deleted within 120 days of expiration or termination of Customer's subscription to Auditoria.AI SmartBots for Workday, provided, however that there is no requirement to remove copies of Customer Content from backup media and servers until such time as the backup copies are scheduled to be deleted, provided further that in all cases Workday shall continue to protect the Customer Content in accordance with the Agreement. Customer Content may not be retrieved after the expiration or termination of Customer's subscription to Auditoria.AI SmartBots for Workday.</p> <p>Service Availability and Service Response sections of the SLA do not apply to Auditoria.AI SmartBots for Workday.</p> <p>Distance Calculation for Expenses: Distance Calculation for Expenses enables Customer to leverage third-party service providers ("Third Party Service Providers") to calculate an estimated driving route between two addresses, allows the resulting calculated distance ("Calculated Distance") to be submitted in an expense report, and may provide suggested addresses using type-ahead drop-down functionality in the origin and destination address fields ("Suggested Addresses").</p> <p>All data entered into the address fields in Distance Calculation for Expenses is</p>

	<p>provided by Customer directly to the relevant Third Party Service Providers such as Google LLC and is outside the scope of the Service. The Third Party Service Providers will provide the Suggested Addresses and Calculated Distance. The Suggested Addresses and Calculated Distance are provided only as a convenience and are not guaranteed to be accurate or complete. Calculated Distance may not be the actual route taken. Distance Calculation for Expenses is intended only for the input of address data. Customer understands that such data submitted to the Third Party Service Provider through Distance Calculation for Expenses will be governed by the Google Maps Platform Terms of Service, currently found at https://cloud.google.com/maps-platform/terms, (“Google TOS”) and the Google Maps Controller-Controller Data Protection Terms, currently found at https://cloud.google.com/maps-platform/terms/maps-controller-terms (“Google DPT”). Customer is responsible for compliance with the applicable sections of the Google TOS (excluding all provisions regarding payment) and the Google DPT.</p> <p>Workday Bank Connectivity: Customer acknowledges that Workday Bank Connectivity is not intended for storage or transmission of Protected Health Information as defined in 45 C.F.R. §160.103.</p> <p>Customer Content will be deleted within 90 days of expiration or termination of Customer’s subscription to Workday Bank Connectivity, provided, however, that there is no requirement to remove copies of Customer Content from backup media and servers until such time as the backup copies are scheduled to be deleted, provided further that in all cases Workday shall continue to protect the Customer Content in accordance with the Agreement. Customer Content may not be retrieved after the expiration or termination of Customer’s subscription to Workday Bank Connectivity.</p>
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Last updated: March 21, 2024

Human Capital Management Product Terms

These Product Terms apply to the Human Capital Management Product Line SKUs subscribed to in an Order Form. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	Support for this Product Line is provided as set forth in the Workday SLA found here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html
Subprocessors	Subprocessors associated with this Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html
Enhanced Features	Customer Content is used to improve and personalize machine learning and analytics features associated with this Product Line, which can be found here: https://community.workday.com/node/1179996 (collectively, “ Human Capital Management Enhanced Features ”). Customer can manage Workday’s use of Customer Content for Human Capital Management Enhanced Features as further described in the Documentation.
Additional Terms	<p>The terms in this Additional Terms section apply only to the extent that Customer uses the specific functionality indicated below.</p> <p>Journeys</p> <p>External Home Page Cards enables customers to surface third party external content directly on the Workday homepage as part of the People Experience card framework. Each Customer can choose the third parties (each such provider, a “Third Party Content Provider”) and the content they wish to surface through the People Experience home page configuration task. For the purpose of creating and configuring External Home Page Cards, Customer is granted a limited license to use the Workday Extend Service and Workday Extend Developer Site solely for the purpose of building, testing, enabling, and monitoring custom workflows and performance of cards leveraging third party external content (“Third Party Content Cards”). Such use of the Workday Extend Service and the Workday Extend Developer Site is subject to and governed by the terms applicable to Extend in the Platform and Product Extensions Product Terms. Third Party Content Cards constitute Extend Applications and any data logged in relation to the Third Party Content Cards constitutes Metadata, each as defined in the Developer Program Terms.</p>

Last updated: April 5, 2024

Peakon Product Terms

These Product Terms apply to the Peakon Product Line SKUs subscribed to in an Order Form. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	<p>Support for this Product Line is provided as set forth in the Workday SLA found here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html</p> <p>The Workday SLA applies to Peakon in all respects except (i) Peakon's Recovery Time Objective is 72 hours, (ii) Peakon's Recovery Point Objective is 12 hours, and (iii) Workday will make end of life announcements through a Workday Customer portal before the end of life of any Peakon API.</p>
Subprocessors	Subprocessors associated with this Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html
Enhanced Features	Customer Content is required to provide, support, improve and personalize features associated with this Product Line.
Additional Terms	<p>Customer acknowledges that Peakon is not intended for storage or transmission of Protected Health Information as defined in 45 C.F.R. §160.103.</p> <p>The terms in this Additional Terms section apply only to the extent that Customer uses the specific functionality indicated below.</p> <p>Peakon Messaging: To the extent Customer elects to use the Peakon short message service ("Peakon Messaging"), Customer agrees that (a) any third-party subprocessor used to deliver Peakon Messaging ("SMS Provider") is, by necessity, a separate data controller of individual data subjects' telephone numbers as required for purposes of providing and optimizing functionality and security, investigating improper use, and complying with applicable Law, audit, regulatory and compliance frameworks, and (b) once data is delivered from each applicable SMS Provider to telecommunications providers the data is no longer part of the Service. The SMS Provider's handling of this data as a separate data controller is set forth in the SMS Provider's Binding Corporate Rules: https://www.twilio.com/legal/binding-corporate-rules and Privacy Notice: https://www.twilio.com/legal/privacy.</p>

Last updated: March 1, 2024

Payroll Product Terms

These Product Terms apply to the Payroll Product Line SKUs subscribed to in an Order Form. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	Support for this Product Line is provided as set forth in the Workday SLA found here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html
Subprocessors	Subprocessors associated with this Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html

Last updated: March 1, 2024

Platform and Product Extensions

Product Terms

These Product Terms apply to the Platform and Product Extensions Product Line SKUs subscribed to in an Order Form and other related features made available across Product Lines. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	Support for this Product Line is provided as set forth in the Workday SLA found here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html
Subprocessors	Subprocessors associated with this Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html
Enhanced Features	Customer Content is used to improve and personalize machine learning and analytics features associated with this Product Line, which can be found here: https://community.workday.com/node/1179996 (collectively, " Platform and Product Extensions Enhanced Features "). Customer can manage Workday's use of Customer Content for Platform and Product Extensions Enhanced Features as further described in the Documentation.
Additional Terms	<p>The terms in this Additional Terms section apply only to the extent that Customer uses the specific functionality indicated below.</p> <p>BYOK:</p> <p>BYOK is currently compatible with Workday-authorized key management systems (including Amazon Web Services Key Management Service and other key management services at Workday's discretion) (KMS). BYOK is available for Workday Service SKUs listed on Workday's Customer Community website. Coverage of BYOK is limited to the SKUs identified on Workday Community. Enhanced Features are not currently supported by BYOK. Once deployed, BYOK is enabled on all of Customer's Instances, and there is no option to switch to using Workday-issued encryption keys.</p> <p>Customer is solely responsible for maintaining its own KMS account and appropriate licenses and configuration for the KMS. Customer is solely responsible for maintaining and securing its own keys and for any liability resulting from Customer's failure to meet such responsibility, including any loss of access to the Workday Service, or unauthorized access to, loss of, or other compromise of Customer's data.</p> <p>Extend:</p> <p>Customer's use of Extend requires Customer to build its own Extend Apps. "Extend Apps" means the metadata, code, component definitions, and configuration information that define the way a Workday Service application extension or customization will function. Extend Apps must be developed in accordance with the Developer Program Terms, are not part of the Service, and are not Customer Content. Workday supports only the Service SKUs delivered by Workday as described in the Documentation. Workday does not support or have responsibility for the other products, services, data, sites, or other materials that Customer connects to the Service or are incorporated into its Extend Apps. Customer is solely responsible for (i) the development, accuracy, security, maintenance, and support of its Extend Apps, and (ii) testing its Extend Apps to ensure that all data processed outside of Workday-provided environments is secure and processed in an appropriate manner.</p>

Customer shall not deploy or use any Application in any manner (a) where it is relied upon for High Risk Activities (as defined in the Developer Program Terms), (b) that will pose a security risk to Workday or any third party, (c) that will subject Workday, its Affiliates, or any third party to material liability, or (d) that will be detrimental to the performance or operation of any Workday products or services. Workday reserves the right to limit usage, throttle usage, reject Extend Apps, and otherwise restrict use of the Developer Materials or Extend Apps as stated herein or on the Developer Site. Workday may use Extend Apps to (1) provide, improve, and support Customer's use of the Developer Materials and the Service, (2) prevent or address service or technical problems, (3) verify compliance with applicable terms of use, and (4) verify Service Improvements. Workday may suspend access to the Developer Materials or a specific Extend App if Workday in good faith reasonably determines that Customer's use is not in compliance with the Agreement or the Developer Program Terms.

Customer understands that (A) development of Extend Apps and use of the Developer Materials is governed by the Workday Developer Program Terms and Conditions found at: <https://developer.workday.com/terms/> ("**Developer Program Terms**"), (B) Developer Materials are provided to Customer at no charge, (C) Developer Materials are subject to the availability statuses found at: <https://developer.workday.com/terms/availabilitystatuses>, and (D) Developer Materials are not part of the Service, are not included in the scope of Workday's Audit Reports and are subject to the Developer Program Terms.

Workday AI Gateway: Workday AI Gateway enables organizations to access certain APIs that provide machine learning capabilities ("**ML APIs**") to be leveraged within Extend Apps developed by Customer pursuant to the Workday Developer Program. A list of all available ML APIs can be found on Workday Community at: <https://community.workday.com/node/1182229>.

Extend Integration with Third Party Platform Services: Workday leverages a third party subprocessor ("Platform Service Provider") to deliver Extend Integration with Third Party Platform Services. Customer can stop providing Customer Content to Extend Integration with Third Party Platform Services by removing the integration between Customer's Extend Apps and Extend Integration with Third Party Platform Services and by deleting any Customer Content in Customer's Platform Service Provider account. In the event that Customer wishes to disable Extend Integration with Third Party Platform Services while Customer Content remains in Customer's Platform Service Provider account, such Customer Content shall remain in Customer's Platform Service Provider account for a period of up to ninety (90) days prior to its deletion in accordance with Platform Service Provider policies.

By enabling Extend Integration with Third Party Platform Services, Customer agrees to comply with and ensure its Affiliates and all of their end users and Authorized Parties comply with any applicable service terms in the Platform Service Provider Terms, the current version found at <https://aws.amazon.com/service-terms/>. Workday may deactivate Customer's access to Extend Integration with Third Party Platform Services at any time if Workday reasonably believes that Customer has violated any applicable service terms in the Platform Service Provider Terms. Workday is not responsible for any loss of data or interruption of business caused by deactivation of Customer's access to Extend Integration with Third Party Platform Services as described herein.

Extend Integration with Third Party Platform Services currently enables customer application development with the following third party platform services:

- Amazon CloudTrail
- Amazon CloudWatch
- Amazon Comprehend
- Amazon EventBridge
- Amazon Rekognition
- Amazon S3

Amazon Textract
Amazon Translate
AWS Lambda
AWS Managed Grafana

Customer may be required to download and utilize certain third party open source software components (“Open Source Software”) to use Extend Integration with Third Party Platform Services. Open Source Software is not part of the Workday Service and Customer’s use of any Open Source Software is subject to the applicable license for such Open Source Software. Extend Integration with Third Party Platform Services enables Customer to configure the logs generated by third party platform services and made available to Customer in connection with Customer’s use of Extend Integration with Third Party Platform Services. Customer should not use sensitive data when configuring such logs. Any such logs Customer creates or related log data generated is not Customer Content.

Customer is solely responsible for (1) evaluating whether the use of Extend Integration with Third Party Platform Services is appropriate for Customer’s needs; (2) Customer’s Extend Apps and Customer’s use and configuration of the Extend Integration with Third Party Platform Services; and (3) complying with any and all laws applicable to Customer, and assessing what legal counsel, evaluations, or procedures are appropriate with respect to use of any functionality of Extend Integration with Third-Party Platform Services, including impermissible bias testing and employing human review of any output.

Global Address Lookup / Global Address Validation:

Global Address Lookup provides real-time address suggestions (“**Suggested Addresses**”) as end users type addresses in Workday.

Global Address Validation evaluates the accuracy of addresses entered by end users in Workday and may suggest corrected addresses (“**Address Verification**”).

Global Address Lookup and Global Address Validation allow Customer to leverage third-party service providers (“**Address Providers**”). All data entered into the address fields for Global Address Lookup or Global Address Validation is provided by Customer directly to the relevant Address Providers such as Google LLC, and once provided to the Address Providers, is outside the scope of the Service. Address Providers will provide the Suggested Addresses and Address Verification. Suggested Addresses and Address Verification are provided only as a convenience and are not guaranteed to be accurate or complete. Countries supported by Global Address Lookup and Global Address Validation may vary in time, and support for certain countries may be added or removed. Customer understands that such data submitted to Address Providers through Global Address Lookup or Global Address Validation will be governed by the Google Maps Platform Terms of Service, currently found at <https://cloud.google.com/maps-platform/terms>, (“**Google MP TOS**”), the Google Terms of Service, currently found at <https://policies.google.com/terms?hl=en#toc-relationship> (“**Google TOS**”) and the Google Maps Controller-Controller Data Protection Terms, currently found at <https://cloud.google.com/maps-platform/terms/maps-controller-terms> (“**Google DPT**”). Customer is responsible for compliance with the applicable sections of the Google MP TOS (excluding all provisions regarding payment), the Google TOS, and the Google DPT.

Messaging / SMS Multi-Factor Authentication:

Workday leverages third party Subprocessors (each, a “**Messaging Provider**”) to deliver Workday Messaging and SMS Multi-Factor Authentication. Customer acknowledges that each Messaging Provider is, by necessity, a separate data controller of: (1) Customer account data, which includes data such as Customer’s business name, address, type, industry, EIN tax ID, stock ticker symbols, website url, and other data and documents as required for verification and setting up sub-accounts for Customer with Messaging Providers for purposes of providing Workday Messaging and complying with applicable law; and (2) individual data subjects’ telephone numbers as required for the purposes of providing and optimizing SMS functionality and security, investigating improper SMS use, and complying with applicable law, audit, regulatory and compliance frameworks in

order to provide Workday Messaging and SMS Multi-Factor Authentication. Customer acknowledges and agrees that once Customer Content is delivered from each applicable Messaging Provider to telecommunications providers, the data is (a) no longer considered Customer Content and not a part of the Service and (b) subject to any and all agreements between Customer and/or Customer end users and applicable messaging and telecommunication providers. The Messaging Provider's handling of all such data as a separate data controller is set forth in the respective Messaging Provider's Binding Corporate Rules: <https://www.twilio.com/legal/binding-corporate-rules> and Messaging Provider's Privacy Notice: <https://www.twilio.com/legal/privacy>.

Workday maintains data purging functionality which allows Workday Messaging Customers to delete Customer Content and associated information permanently from their Instance. However, once the purging functionality is utilized, all Customer Content associated with Workday Messaging and related information will be deleted and Workday will no longer maintain any records related to the information being purged. For additional considerations related to Workday's data purging framework, please refer to the Documentation.

Should Customer choose to bypass Workday Messaging consent capturing functionality, by manually importing phone number lists or individual phone numbers, Customer acknowledges they have previously collected and will maintain all records related to consent for each phone number. Workday is not responsible for collecting consent or retaining previously collected consent records for any phone number manually opted-in by Customer. Customer acknowledges use of Workday Messaging in certain geographic locations may be subject to campaign registration and approval by Messaging Provider. Campaign registration and approval procedures, standards, and decisions are owned and operated by Messaging Provider in accordance with local laws and regulations to reduce spam, fraud, and unwanted messages.

Customer is solely responsible for providing and updating corresponding end user Terms & Conditions for Workday Messaging, as well as communicating any Terms & Conditions updates to their end users.

Customer acknowledges that Workday Messaging is not intended for storage or transmission of Protected Health Information as defined in 45 C.F.R. §160.103.

Email Analytics / Email Ingestion:

Email Analytics uses a third party email Subprocessor to send outbound emails that can be tracked for delivery and engagement metrics, including email:

- send events
- delivery events
- open events
- click events
- drop/bounce events
- spam events

Email Ingestion converts inbound emails into structured data, allowing Customer to readily retrieve and process such data in Customer applications. A unique inbound email instance is created in Customer's Instance containing the contents, headers, and attachments of all inbound email messages received by Workday. When Customer uses Email Ingestion to receive emails, the Service handles underlying email-receiving operations, including:

- parsing incoming email and extracting contents and sending to Workday
- scanning for spam and viruses
- applying industry standard email authentication methods designed to reject email from untrusted sources
- throttling requests to prevent DDoS attacks

Customer is responsible for verifying the accuracy of the output of Email Ingestion and making corrections as needed.

Workday leverages Twilio Inc. as a third party Subprocessor (the "Delivery

	<p>Provider) to deliver Email Analytics and Email Ingestion functionality. Once Workday receives any email under these features, all data is deleted by the Delivery Provider within 30 days with the exception of email metadata, the email subject (for Email Analytics), and “To” and “From” fields. Customer acknowledges that the Delivery Provider is, by necessity, a separate data controller of applicable email metadata, email subject (for Email Analytics), and email addresses input in the “To” and “From” fields retained by the Delivery Provider for network protection, disaster recovery, and anti-abuse and business continuity purposes. The Delivery Provider’s handling of this data as a separate data controller is set forth in Delivery Provider’s Binding Corporate Rules: https://www.twilio.com/legal/binding-corporate-rules and Delivery Provider’s Privacy Notice: https://www.twilio.com/legal/privacy. Customer acknowledges that all such data retained by the Delivery Provider is not part of the Service and is no longer considered Customer Content. Customer acknowledges that Email Analytics and Email Ingestion are not intended for storage or transmission of Protected Health Information as defined in 45 C.F.R. §160.103.</p> <p>Orchestrate for Integration</p> <p>Orchestrate for Integration enables organizations to develop custom integrations pursuant to the Workday Developer Program and use such custom integrations with their Workday Service applications. For the purpose of using Orchestrate for Integration, Customer is granted a limited license to use the Workday Extend Service and Workday Developer Site solely for the purpose of building custom integrations between Workday and third party applications and testing, enabling, and monitoring such custom integrations. Such use of the Workday Extend Service and the Workday Developer Site is subject to and governed by the terms herein applicable to Extend.</p>
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Last updated: May 28, 2024

Spend Management Product Terms

These Product Terms apply to the Spend Management Product Line SKUs subscribed to in an Order Form. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	Support for this Product Line is provided as set forth in the applicable SLAs found here (for Expenses, Procurement and Inventory see the Workday SLA and for Strategic Sourcing as identified by the Sourcing SKU see the Strategic Sourcing SLA): https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html
Subprocessors	Subprocessors associated with this Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html
Enhanced Features	Customer Content is used to improve and personalize machine learning and analytics features associated with this Product Line, which can be found here: https://community.workday.com/node/1179996 (collectively, “ Spend Management Enhanced Features ”). Customer can manage Workday’s use of Customer Content for Spend Management as further described in the Documentation.
Additional Terms	<p>The terms in this Additional Terms section apply only to the extent that Customer uses the specific functionality indicated below.</p> <p>Workday Strategic Sourcing: Information that an end user provides to register for a Workday Strategic Sourcing account such as name, email and password is not Customer Content. Any data that is provided for the purposes of support or feedback is not Customer Content.</p> <p>“Stakeholder” means an end user of Workday Strategic Sourcing with specific limited access rights that has been invited to use Customer’s Workday Strategic Sourcing Instance by an Authorized Party. “Supplier” means a third-party user of Workday Strategic Sourcing in connection with Customer’s use of Workday Strategic Sourcing hereunder. “Supplier End Users” means users who are authorized by a Supplier to use Workday Strategic Sourcing. Workday will not be liable to Customer for any act or omission of any Supplier or Supplier End Users, or with regard to a Supplier and Supplier End User’s use of Customer’s Workday Strategic Sourcing Instance or Customer Content.</p>

Last updated: March 21, 2024

Talent Management Product Terms

These Product Terms apply to the Talent Management Product Line SKUs subscribed to in an Order Form. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	Support for this Product Line is provided as set forth in the Workday SLA found here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html
Subprocessors	Subprocessors associated with the Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html
Enhanced Features	<p>Customer Content is used to improve and personalize machine learning and analytics features associated with this Product Line, which can be found here: https://community.workday.com/node/1179996 (collectively, “Talent Management Enhanced Features”). Customer can manage Workday’s use of Customer Content for Talent Management Enhanced Features as further described in the Documentation.</p> <p>While Workday has developed Enhanced Features with a variety of situations in mind, Customer’s use of such features with Customer Content and Customer’s configurations may result in new and untested results and outcomes. Customer is responsible for assessing the suitability of any such features and results prior to making them available to its end users.</p>
Additional Terms	<p>The terms in this Additional Terms section apply only to the extent that Customer uses the specific functionality indicated below.</p> <p>Cloud Connect for Learning The views and statements made in the third party content represent the views of the author or content creator, and not the views of Workday. If Customer (or its end users) find any third party content offensive or inappropriate, then Customer may contact the content creator or the third party content provider, or stop viewing the third party content.</p> <p>Public Learning Content The views and statements made in the third party content represent the views of the author or content creator, and not the views of Workday. If Customer (or its end users) find any third party content offensive or inappropriate, then Customer may contact the content creator or the third party content provider, or stop viewing the third party content.</p> <p>Workday’s Youtube integration uses YouTube API Services. If Customer opts-in to access YouTube content, Customer will ensure its Authorized Parties comply with the YouTube Terms of Service available at https://www.youtube.com/t/terms and refrain from accessing or using the content in a manner that is deceptive, unethical, false, or misleading. Customer will also notify its Authorized Parties that YouTube uses, processes, collects, stores, and shares user information related to Authorized Parties in accordance with the YouTube privacy policy located at http://www.google.com/policies/privacy (“YouTube Privacy Policy”). Customer’s notification will reference and link to the YouTube Privacy Policy. Customer will further ensure that its Authorized Parties consent to the use of Cookies that may be in YouTube content. Such cookies are in the control of YouTube and/or third-party publishers (not Workday). Customers with end users in the European Economic Area and/or the UK will comply with the EU User Consent Policy located at http://www.google.com/about/company/user-consent-policy/. YouTube and other</p>

	publishers of YouTube content may use cookies on YouTube content. Please note Google provides instructions on their privacy policy on how end users can opt out of cookies.
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Last updated: March 1, 2024

Workforce Management Product Terms

These Product Terms apply to the Workforce Management Product Line SKUs subscribed to in an Order Form. Unless otherwise defined herein, capitalized terms used in these Product Terms have the same meaning as set forth in the MSA or the Order Form.

Documentation	Documentation for this Product Line can be found here: https://doc.workday.com/
Audit Reports	Audit Reports applicable to this Product Line can be found here: https://community.workday.com/node/1170138
Support	Support for this Product Line is provided as set forth in the Workday SLA found here: https://www.workday.com/en-us/legal/universal-contract-terms-and-conditions/index.html
Subprocessors	Subprocessors associated with this Product Line can be found here: https://www.workday.com/en-us/legal/subprocessors.html
Enhanced Features	<p>Customer Content is used to improve and personalize machine learning and analytics features associated with this Product Line, which can be found here: https://community.workday.com/node/1179996 (collectively, "Workforce Management Enhanced Features"). Customer can manage Workday's use of Customer Content for Workforce Management Enhanced Features as further described in the Documentation.</p> <p>While Workday has developed Enhanced Features with a variety of situations in mind, Customer's use of such features with Customer Content and Customer's configurations may result in new and untested results and outcomes. Customer is responsible for assessing the suitability of any such features and results prior to making them available to its end users.</p>
Additional Terms	<p>The terms in this Additional Terms section apply only to the extent that Customer uses the specific functionality indicated below.</p> <p>Third Party Map Service</p> <p>Third Party Map Service enables Customer to leverage third party map providers ("Third Party Map Providers") to display a map, calculate distance, and use other map functionalities, such as geofencing. The work location of Customer's end users and the geolocation information collected from such end user's devices is provided directly to the relevant Third Party Map Providers, such as Google LLC and Apple Inc., and is outside the scope of the Service. Customer understands that such data submitted to the relevant Third Party Map Providers through Third Party Map Service will be governed by the applicable Third Party Map Provider's terms, as specified below.</p> <p>Customer's use of Google Maps are governed by the Google Maps Platform Terms of Service, currently found at: https://cloud.google.com/maps-platform/terms, ("Google TOS") and the Google Maps Controller-Controller Data Protection Terms, currently found at: https://cloud.google.com/maps-platform/terms/maps-controller-terms ("Google DPT").</p> <p>Customer's use of Apple Maps is subject to the Apple Maps terms, currently found at: https://www.apple.com/legal/internet-services/maps/terms-en.html and Apple Privacy Policy, currently found at: https://www.apple.com/privacy/.</p>

Last updated: March 1, 2024