Prepared For:
City of Meridian, Idaho

Statement of Work
Workday Deployment Services

Preparation Date: November 28, 2023

STATEMENT OF WORK

FOR

WORKDAY DEPLOYMENT SERVICES

This Statement of Work ("SOW") is made effective on the 20th day of February 2024 (the "SOW Effective Date") by and between City of Meridian, Idaho ("Client"), having its principal place of business at 33 East Broadway Avenue, Meridian, ID 83642 and Collaborative Solutions, LLC, a limited liability company ("CSLLC"), an Affiliate of Cognizant Worldwide Limited ("Cognizant"), having its principal place of business at 300 Frank W Burr Boulevard, Suite 36, 6th Floor, Teaneck, NJ 07666 for Services scheduled to begin on February 20, 2024 ("Start Date") and expected to end on January 25, 2025

This SOW, together with the Agreement, sets out the terms pursuant to which CSLLC will provide certain Services, as further described below. This SOW is being entered into in connection with and subject to the terms and conditions contained in the Master Services Agreement by and between Cognizant and Client dated as of January 23, 2024 (the "Agreement"). All capitalized terms used herein that are not otherwise defined shall have the same meaning as ascribed to such terms in the Agreement.

1.0 Scope of Work ("Scope")

The Scope set out below describes the limits of the implementation in terms of organization, functionality, data conversion, integrations, reports, change management, and training which will be a part of the project.

1.1 Organization Scope

1.1.1 Person Population

Population Type	Count
Active Employees	Six hundred fifty (650)
Terminated Workers	Fifty (50)

Region	Countries
Americas	United States of America

1.1.2 **Language:** English. All communication, documentation, data and Deliverables will be in English.

1.1.3 **Currency:** United States Dollars ("USD").

1.1.4 **Security:** Single sign-on and activation of Workday Factory delivered security groups.

1.2 Functionality Scope

The following functional areas will be configured within the Workday application. Client understands this project is being deployed using Launch™ deployment approach.

Functional Area	Location Scope
Human Capital Management ("HCM"): Core, including Core Compensation and Absence Management	United States of America
Benefits (with Workday Cloud Connect)	United States of America
Talent Optimization	United States of America
Recruiting	United States of America
Learning Management	United States of America
Time Tracking	United States of America
Payroll	United States of America
Mobile Solutions	United States of America
Employee Self-Service	United States of America
Manager Self-Service	United States of America

Configuration of the functional areas above will be limited to the functionality Scope contained in Appendix D of this SOW.

1.3 Data Conversion Scope

CSLLC will leverage Workday's Launch Deployment approach methodology and process to support Client's data conversion where applicable for the duration of the engagement.

- CSLLC team will utilize leading practice pre-configuration provided by Workday for the Foundation tenant data conversion build.
- Client's project team will provide a single data file to Workday/CSLLC for each template regardless of the number of legacy systems.
- Client is responsible for data validation and mapping requirements for all data. Client will provide all translation values and mapping to Workday/CSLLC within the design configuration workbooks.
- Client is responsible for updating, testing and maintaining delivered data extraction scripts/accelerators to accommodate Client's specific configuration or design.
- The CSLLC consultant project team will then load the provided information directly into the Workday tenant using Workday's web services. As data conversion is an iterative process, Client will be responsible for all data cleanup

identified during the process and is responsible for supporting multiple data extracts from the legacy systems.

Three (3) data load cycles are included in the Scope of this SOW. Data from Client's current Production system(s) will be converted into Workday during each of the conversion cycles without data scrambling or masking. Data scrambling or masking is not included in the Scope of this SOW, with the exception of email addresses for all person types which will be masked until the Gold build. The data load cycles for this SOW include:

- Foundation tenant
- End-to-End Testing tenant
  - Copy of the End-to-End tenant will be used for payroll Parallel Testing
- Gold/Pre-Production tenant in preparation for Move-to-Production

The data conversion Scope is further detailed in Appendix E.

1.4 Interfaces/Integrations Scope

The integrations listed in Appendix B are included in the Scope of the project. Integrations that are critical for Go-Live have been assigned to CSLLC. Below is a summary of the integration counts.

Integrations	Owner	Cloud Connect	Enterprise Interface Builder/Document Transformation Service	Workday Studio	Other
	CSLLC	**Nine (9)**	**Five (5)**	**One (1)**	**Two (2)**
	Client	**Zero (0)**	**Five (5)**	**Zero (0)**	**Zero (0)**

2.0 Services and Responsibilities

This section identifies the Services to be performed by CSLLC and the responsibilities of Client.

Stage	CSLLC Services	Client Responsibilities
Plan	• Assemble the CSLLC project team and introduce to Client counterpart • Review Launch approach, Scope, and integration discovery document with Client • Schedule recurring project meetings and status reporting • Jointly schedule planning sessions • Refer to Appendix A for a description of Roles	• Identify and provide project team and project Subject Matter Experts (“SMEs”) • Identify stakeholders, sponsors, and system administrators • Establish and attend monthly steering committee meetings including the CSLLC Engagement Manager (“CSLLC EM”) • Participate in planning sessions • Provide input into the project plan • Participate in catalyst workshops

Stage	CSLLC Services	Client Responsibilities
	• Establish a regular cadence of meetings including attending the steering committee meetings • Create the integration tracker (dashboard) • Conduct project planning sessions • Create the project plan • Create project charter • Conduct catalyst workshops • Provide data conversion and configuration workbooks • Assist with questions regarding mapping of data to Workday data model • Jointly schedule alignment workshops (SMEs planning for design) • Jointly create the executive presentation for project kickoff meeting • Receive Foundation tenant from Workday • Participate and support the project kickoff meeting • Work with Client to set up CSLLC's secure transfer site for sharing confidential/private employee data • Load Client data for Foundation tenant • Schedule and conduct project initiation checkpoint Workday Delivery Assurance review • Provide stage sign-off document • Identify initial risks and recommendations to reduce risk	• Provide integration requirements and existing sample files • Notify third-party vendors for integrations and obtain consensus to the Timeline (as defined herein) • Provide third-party vendor contact information and confirm third-party vendors agree to the Timeline • Develop data conversion strategy and plan • Complete data gathering and configuration workbooks and submit to CSLLC's secure transfer site • Identify initial risks and recommendations to reduce risk • Initiate process of receiving requirements to third-party vendors • Receive integration requirements from third-party vendors • Confirm Client named support contact • Develop training plan for project resources • Identify key resources to complete Workday training • Complete Workday training including workbook, integration and functional training • Jointly create the executive presentation for project kickoff meeting • Lead project kickoff meeting • Provide plan and policy documents • Work with CSLLC to set up CSLLC's secure transfer site for sharing confidential/private employee data • Provide required data for build of Foundation tenant and submit to CSLLC's secure transfer site • Jointly schedule alignment workshops (SMEs planning for design) • Sign off on stage
Architect & Configure	• Manage the project plan • Participate in weekly project meetings	• Provide input and support management of the project plan

Stage	CSLLC Services	Client Responsibilities
	• Provide status report and attend monthly steering committee status meetings • Conduct weekly workstream meetings • Gather interface requirements • Conduct foundation alignment sessions • Deliver the CSLLC assigned integration design documents • Add configuration approved from alignment workshops to complete the Configuration tenant • Provide validation reports for the Foundation tenant • Finalize tenant management plan • Schedule and conduct Workday Delivery Assurance reviews • Provide stage sign-off document • Complete configuration based on specifications gathered in the foundation alignment sessions • Build integrations • Begin functional knowledge transfer process during configuration Unit Testing • Jointly conduct Workday Customer Confirmation Sessions (“CCS”) • Conduct Unit Testing of integrations developed by CSLLC • Create integrations operations instructions guides for CSLLC assigned integrations • Assist with questions regarding mapping of data to Workday data model • Build of End-to-End tenant • Provide exception reports/issues log from End-to-End tenant build • Provide validation reports and support validation efforts of End-to-End tenant • Advise on test scenarios • Design and develop any custom reports which are in Scope • Conduct smoke test for functional configuration of End-to-End tenant	• Participate in weekly project and workstream meetings • Hold steering committee meetings • Provide project SMEs for alignment workshops • Assist in clarifying configuration requirements • Complete Workday training • Participate in architect workshops • Conduct integrations architect workshop (design sessions) for Client assigned integrations • If Client assigned integrations are included herein, design documents will need to be provided by Client to CSLLC during this stage • Review and sign off on integration design documents (after detailed design review sessions) • Validation of Foundation tenant build • Review existing reports and confirm which Workday report will meet these needs and identify any necessary custom reports as part of the alignment stage • Define and document test plan and test scenarios (End-to-End, User Acceptance and Regression) • Jointly conduct CCS • Conduct configuration Unit Testing • Build Client assigned integrations • Create integration operations guides for all Client assigned integrations • Finalize test scenarios, test scenario assignments and detailed daily test plan • Update and sign off on configuration as a result of CCS • Provide required data for End-to-End tenant and submit to CSLLC’s secure transfer site • Update data gathering workbooks for End-to-End tenant • Validation of End-to-End tenant build

Stage	CSLLC Services	Client Responsibilities
	• Provide a sample defect tracking log • Refer to Appendix A for a description of Roles	• Review and resolve issues from exception reports • Sign off on stage
Test	• The overall test stage also includes Parallel testing • Testing will include two (2) parallel payroll tests using CSLLC best practices and methodologies. If the Client still has concerns about accuracy of payroll data after two parallel payroll tests, then a project risk and timeline review will take place at no additional cost to determine what would be needed to facilitate a third parallel. CSLLC will utilize our change control process to address resulting impacts from the review. • Manage the project plan and participate in weekly project meetings • Create integrations schedule recurrence tracker • Provide CSLLC assigned interfaces for testing • Resolve CSLLC interfaces incidents • Provide exception reports/issues log from parallel tenant build • Participate in Test stage kickoff session • Support integration defect resolution for CSLLC assigned integrations • Provide knowledge transfer, operations guides, and validated & tested integration systems for Client testing of CSLLC built integrations • Provide testing oversight and support • Copy End-to-End Test tenant for parallel payroll testing • Provide parallel variance reports and support variance analysis • Provide sample deployment cutover plan	• Provide input to the project plan and participate in weekly project meetings • Lead Test stage kickoff session • Execution of all test scenarios (End-to-End, parallel, User Acceptance and Regression) • Manage and sign off on all test results (End-to-End, User Acceptance and Regression) • Prepare for Production Dress Rehearsal. • Provide person data for Parallel tenant and submit to CSLLC's secure transfer site • Validation of Parallel tenant build • Create/maintain Parallel Testing defect tracking log • Review and resolve issues from exception reports • Complete catch-up data transaction entry for each parallel cycle as defined by Parallel Testing strategy • Execution of parallel per Client defined Parallel Testing strategy and success criteria • Review parallel variance reports and conduct root cause analysis • Provide cutover schedule for legacy systems • Provide functioning Client assigned interfaces per the test plan • Develop deployment cutover plan • Train end users • Complete and sign the Workday Go-Live Checklist • Sign off on stage

Stage	CSLLC Services	Client Responsibilities
	• Schedule and conduct Workday Delivery Assurance reviews • Provide Workday Go-Live Checklist • • Provide stage sign-off document • Refer to Appendix A for a description of Roles	
Deploy	• Manage the project plan and participate in weekly project meetings • Provide the Workday Go-Live Authorization • Schedule and conduct final Workday Delivery Assurance reviews • Update integration schedule and recurrences tracker • Build Gold tenant • Verify migration of CSLLC assigned integrations • Schedule integrations according to the integrations schedule recurrence tracker • Schedule the transition to Production support meeting with Client (held after Move-to-Production) • Jointly complete the Workday Go-Live announcement • Provide stage sign-off document • Initiate Continuous Value Service ("CVS") Hypercare introduction six (6) to eight (8) weeks prior to the Move-to-Production date. • Refer to Appendix A for a description of Roles	• Provide input to the project plan and participate in weekly project meetings • Manage and execute on cutover plan • Deliver Production quality data for the Gold tenant • Verify migration of Client assigned integrations • Perform/sign off on tenant validation for Pre-Production tenant • Jointly complete the Workday Go-Live announcement • Approve and sign off on the Workday Go-Live Authorization • Create and distribute the Workday Go-Live announcement • Complete catch-up data transaction entry • Sign off on stage
Post-Production Support	• Provide standby support after the Move-to-Production. This support will encompass all functionality that was deployed by CSLLC during the project. CSLLC will support all functional areas for six (6) weeks from the Move-to-Production date except for payroll accounting functionality (if they are in Scope) as well as integrations deployed by CSLLC. • Payroll functionality will be supported for two (2) Production	• Staff and manage help desk • Make any updates to Production, including final load of transactional conversion data • Sign off on stage

Stage	CSLLC Services	Client Responsibilities
	payrolls per pay group. Should this be a longer period than the standard post production support period the Cognizant payroll support leads will be able to support these payrolls but would not necessarily be available day to day for other support, just to support those two payroll runs. • Integrations, with the exception of payroll integrations, will be supported for two (2) successful Production runs of integrations, or 6 weeks from Move-to-Production, whichever comes first. For payroll Cognizant Integrations consultants will support integration runs required to directly support the first two production payrolls for each pay group but would not necessarily be available day to day for other support after the standard post production support period. • Conduct knowledge transfer sessions for CSLLC developed integrations. • Hypercare services include up to sixty (60) calendar days of CVS Post-Production support (the Move-to-Production support window) commencing with the project's Move-to-Production date. Thirty (30) hours of stabilization is included for Client specific configuration related changes during the sixty (60) calendar days after the Move-to-Production date, after which date any remaining stabilization hours expire. • Provide stage sign-off document	

3.0 Project Approach

3.1 Methodology

The implementation will be completed by following the Launch™ deployment approach which consists of the following stages: Plan, Architect & Configure, Test, Deploy and Post-Production. In parallel to the Architect & Configure stage, the project team will also conduct integration design and integration development (in the same tenant). The specific content of the Deliverables and duration to complete these Deliverables is detailed in the project plan which is to be developed jointly by the CSLLC EM and the Client Project Manager. Please refer to Appendix A for a description of Roles if needed.

3.2 Governance

Project Management

In the Plan stage of the project, the CSLLC EM will work with the Client Project Manager to develop a detailed project plan to be used to maintain project tasks and the Timeline. A Project Charter will be created and used throughout the project.

Finalization of the Scope, as determined during the Plan and Architect & Configure stages, may require the project team to revise the estimates and resource requirements for the Test stage of the project.

Project Escalation

Project escalations will be managed at the PMO level with oversight from the Cognizant Portfolio Director. Any issues that cannot be resolved at that level will be escalated up to the Steering Committee and executive sponsors.

Staffing Escalations

Cognizant will staff the project with Workday Certified consultants with the relevant experience required to execute their duties on the project. Should any issues arise with any Cognizant staff assigned to this project the client can follow the escalation path as set out above and Cognizant will work with the client on resolving the issues and ultimately if required will work with the client to find a suitable and similarly experienced replacement resource from Cognizant.

Change Control Process

Any additional or modified Scope of Services shall be documented in a separate written and fully executed Project Change Order Form (“Change Order”) using the template set forth in Appendix C. Such form shall include the written approval of an authorized representative of Client before CSLLC will begin any additional work or incur any charges or fees outside the Scope of this SOW. Client and CSLLC agree to the following process:

- **Step 1:** CSLLC will prepare a description of the necessary change including Scope, process, cost, impact to the Timeline, impact to resources along with a list of alternative solutions.
- **Step 2:** The Client Project Manager will review and approve or reject within his or her authority or escalate to the executive sponsor for review and approval or rejection.
- **Step 3:** Client will review and approve or deny the request for the additional or modified Services within five (5) business days so as not to cause any unnecessary delay in the Timeline.

- **Step 4:** Any approved additions or modifications to the Scope of Services will be documented pursuant to a Change Order and become an addendum to this SOW.

Status Reporting

During the Plan stage of the project, the CSLLC EM will coordinate with the Client Project Manager to establish a set of regularly scheduled meetings to present project status and risks. These will include, but are not limited to, a monthly steering committee meeting, a weekly project core team status meeting, weekly workstream meetings, a weekly project management meeting, and additional meetings, as needed. The CSLLC EM will report out at the steering committee and team status meetings on the status, activities, issues and other relevant project information.

The monthly steering committee meeting will include a review of the Timeline and status, accomplishments to date, upcoming project activities and milestones, review of issues and risks requiring action from the steering committee members, potential changes to Scope and a review of the financials of the project. The steering committee will include a readout by the CSLLC EM on the state of the project; participation may be in person or remote.

A weekly status meeting will be held with the core team and the Client Project Manager to assess recent accomplishments, issues, risk factors and to ensure that the work planned for the next two (2) weeks is properly resourced. Risk factors and roadblocks will be assessed and either resolved or escalated. In addition to these meetings, meetings with functional teams will be scheduled to review and resolve any open issues.

All meeting agendas, status reports, steering committee presentations, issues log, project plan and the project charter will be stored on the project collaboration site as referenced in Section 4.0 Assumptions & Dependencies.

Knowledge Transfer

Over the course of the project, CSLLC will conduct functional and technical knowledge transfer through alignment sessions, CCS, weekly workstream meetings and during the Test stage. Additional knowledge transfer will occur during the Post-Production stage as needed. If Client requires additional knowledge transfer, this may result in a Change Order. Process documentation (e.g., operational guides and process flow diagrams) is not in Scope for knowledge transfer, with the exception of the integrations operations guide for CSLLC owned integrations.

3.3 Project Schedule

The time required to complete the project (the “Project Schedule” or “Timeline”) is based on the contents of this SOW. Based on a projected Start Date of February 19, 2024, the estimated duration and estimated start dates of each project stage are listed below, pending timely execution of this SOW, and availability of resources and training. The Client payroll schedule may require an adjustment on the estimated start date for the Deploy and Post-Production stages.

Client resources will complete the Workday prescribed training for the functional areas in Scope prior to the start of the Architect & Configure stage, and Client resources which are assigned to design/build integrations (as indicated in the integrations Scope) will complete the required Workday training (report writing, calculated fields, and integration-related classes) prior to the start of the Architect & Configure stage. If training is not attended, this could result in a significant impact to the time and cost of the project.

The project will be completed in one (1) phase over six (6) stages– as presented below. The Timeline for the project is as follows:

Project Timeline						
	Plan	Architect & Configure	Test	Deploy	Post Production	Total Weeks
Weeks	9	16	8	4	6	49
Start	2/20/2024	4/23/2024	8/13/2024	11/19/2024	12/17/2024	
Finish	4/20/2024	8/10/2024	10/5/2024	12/14/2024	1/25/2025	

*Go-Live date of 12/14/2024, a week before employees will be entering time for the January pay period.

No work will be completed by Client on Client observed holidays. During the extended post production stage, not all roles will be required at all times. Level of effort will be determined in the project plan.

Note:

- Integrations will be developed based on a timeframe dependent on the batches defined in the integrations planning sessions and third-party vendor availability.

4.0 Assumptions & Dependencies

The Services, labor estimates, and Pricing presented in this SOW are dependent on the following assumptions being true:

Client will:

a. Timely complete each item listed as a Client responsibility in Section 2.0.
b. Have the necessary project and executive management support to review and make timely decisions as well as coordinate the activities of this project with other Client projects which may be occurring simultaneously.
c. Have the necessary resources available in each stage, according to how they are identified in the staffing and project plans. Resources will be empowered and capable of making decisions on behalf of Client. Resources will include, but are not to be limited to, functional and technical leads, and applicable business process and SMEs. If resource and/or priority conflicts occur, they will be discussed and resolved with the project steering committee.
d. Staffing plans are determined by the Client Project Manager in conjunction with the CSLLC project manager in accordance with the jointly created project plan.
e. Provide all required technology needs, connectivity, and network access to all relevant Client applications necessary for the deployment. The CSLLC consultants will have access to software including security rights and passwords where required in order to complete the deployment. CSLLC resources will provide their own laptops. If Client owned laptops or virtual machines are required to be used, this may result in a Change Order.
f. Be responsible for workstation compliance to Workday's minimum requirements. Client has determined their technical needs will be met, and internal systems and policies, as well as

third-party vendors, are compatible with Workday. Any technical issues which may arise during implementation are to be resolved by Client.

g. Lead the coordination with any Client's third-party vendor involvement required to complete the Services. Client understands that some of their third-party vendors may charge fees for the completion of Services and such fees are the sole responsibility of Client.
h. Unless otherwise agreed by CSLLC's internal security organization, the Client shall use CSLLC's secure transfer site for the secure exchange of sensitive employee data with the CSLLC support personnel. Client will agree to limit use for data conversion or production support purposes only for the duration of the activities required. CSLLC will inactivate the secure transfer site within thirty (30) days after the support activities are completed. Client will not use CSLLC's site for the transmission of any integration files for third-party vendors. CSLLC is not responsible for back up, archiving, or maintenance of files stored on the secure transfer site. In the event CSLLC utilizes its internal "Daytona" tool for data conversion ("Daytona"), Daytona and all of its components must be installed on the CSLLC secure cloud server and utilized solely within CSLLC's secure transfer site. Further, Daytona IP addresses must be added to the tenant whitelist. Daytona uses its own implementer account that must be excluded from multi-factor authentication.
i. Use CSLLC provided central repository solution for non-sensitive project document sharing and CSLLC's secure transfer site for the secure exchange of sensitive Client employee data with the CSLLC project team.
j. Be responsible for any job catalog and/or compensation restructuring efforts, with initial draft of restructure completed by the start of project. If support is needed from the CSLLC project team and/or these milestones are not met, this may result in a Change Order and potentially impact the Timeline.
k. Seek to minimize the amount of plan and/or Client changes during the course of the project, with any changes finalized by the end of the Architect & Configure stage. If this milestone is not met, as a result of the client's actions this may result in a Change Order and potentially impact the Timeline.
l. Perform all of the Client responsibilities in the stages identified, and per the project plan including, but not limited to, sign off at the completion of each stage, provision of data files, provision of test scenarios, execution of test scenarios and integration testing.
m. Following the Move-To-Production, the client will be solely responsible for testing and any Move-to-Production activities, which shall include configuration, business processes, data, reports and integrations. Client will provide written acceptance of test results to CSLLC prior to any Move-to-Production. In the event CSLLC is required to assist Client with Move-to-Production activities after the official Move-To-Production date, Client will provide written approval if CSLLC's assistance is required during Client's Move-to-Production activities. Upon completion of Move-to-Production activities, Client will verify Production results and shall be solely responsible for Production accuracy. Client shall provide written acceptance to CSLLC after such Move-to-Production activities have been completed.
n. Client adhere to the outlined meeting schedules defined in the Section 2.0 Services and Responsibilities table; any variation caused by the client could result in an impact to cost and the Timeline.
o. Coordinate participation from key stakeholders and project team to attend a CSLLC led alignment workshop and CCS per functional area. If additional workshops or sessions are needed, the Client Project Manager will work with the CSLLC EM to determine impact to project hours and the Timeline.

p. Use CSLLC tools and templates. If Client requires CSLLC to utilize Client specific/owned tools and templates, the Client Project Manager will work with the CSLLC EM to determine impact to project hours.
q. Processing of payroll occurs out of a centralized office for all locations included in the payroll Scope.
r. Tax filing will be handled by a third-party vendor. Workday does not currently support tax filing as part of the core Workday payroll module and only provides basic tax balancing reports as part of the delivered payroll module.
s. If 1099 tax elections and payroll processing are required, those will be handled by a third-party vendor. Workday does not currently support 1099 tax elections or processing as part of the core Workday payroll module.

Integration Assumptions

a. Integration estimates will be reviewed at the completion of the Architect & Configure stage. Adjustments may be required after further analysis and any possible changes to Scope. If a configured integrations template does not satisfy Client's unique requirements, a custom integration will be a viable solution and can be built at an additional cost.
b. Client integration functional owners are available for integration discovery and design sessions throughout the Plan and Architect & Configure stages.
c. Client design meetings do not exceed ten percent (10%) of the overall estimated integration effort.
d. CSLLC integration team assistance in Client built integrations will not exceed ten percent (10%) of the overall estimated integration effort.
e. Inbound integrations are scoped using Workday standard fields. If Workday custom objects are needed to store data, the integration effort will need to be revised.
f. Workday required performance testing is not in Scope for customers with less than one hundred thousand (100,000) employees for HCM and Payroll scope.
g. Requirements and specifications for all in Scope integrations will be available at the start of the Plan stage.
h. Integrations (both CSLLC and Client owned) may be separated into batches depending on priority, critical and Timeline impacts; the Timeline could be adjusted due to delays in requirements or Client accessibility. Batches will have varying timeframes to accommodate prioritization and architect workshop schedules to reduce rework. Wherever possible, integrations which directly impact payroll results should be given priority in order to ensure applicable integrations are ready prior to the start of Parallel Testing.

Authentication Assumptions

a. CSLLC will advise Client of the Workday options for a single sign-on solution and will perform the applicable authentication setup within the Workday tenant.
b. Client is responsible for all Implementation work outside of the Workday tenant (e.g., Security Assertation Markup Language ("SAML") setup, identity server). Client will provide the appropriate resource commitments and skill sets depending on the single sign-on option selected during design.

Testing Assumptions

a. Client will provide a Test Lead, unless otherwise stated in this SOW, who is responsible for overseeing test scenario creation and consolidating scenarios to be used for End-to-End, Parallel and Regression Testing, managing testers, and reporting out testing metrics.
b. Client and CSLLC will implement a Change Control Process to review and approve proposed enhancements coming out of testing to identify the priority and potential impact to the Timeline, resources and level of effort prior to changes being made.
c. Client will finalize and sign off on End-to-End Testing prior to entering Parallel Testing. Exceptions must be agreed upon by CSLLC if additional End-to-End Testing is required prior to entering Parallel Testing.
d. If testing is not completed by the client team within the time specified in the Timeline, a Change Order could be required based on the severity and type of delay.
e. Client will coordinate participation from project testers to be co-located together on a remote basis, or at a mutually agreed upon shared site if CSLLC is able to travel in accordance with its internal policies and procedures. If additional support locations are needed for testing, the Client Project Manager will work with the CSLLC EM to determine impact to project hours and the Timeline.
f. When a Workday update occurs, the only additional changes which will be included in the project are those which are automatically required by Workday. Any additional functionality is out-of-Scope.

Launch™ Deployment Approach Assumptions

a. CSLLC team will utilize the Workday pre-configuration tenant to conduct the alignment sessions in the Architect & Configure stage. The approach for the alignment sessions will be to review pre-configuration and then align areas which are in Scope but are not part of the pre-configuration.
b. Client agrees to utilize Workday's delivered business processes across the enterprise with only limited changes to the listed modifiable business processes noted in Scope until after Post-Production support has completed. Limited changes are defined only as removing process steps, adding approval or review steps (limited to three (3) per modifiable business process), adding to-do steps (limited to five (5) total), low complexity condition rules (defined as three (3) or less lines of logic), or changing approvers or removing initiating Workday security groups. Limited changes do not include creating rule-based business process definitions (alternate workflows), calculated fields, custom notifications, changing Workday security (other than what is defined above), adding additional process action steps, or complex conditional rules necessary to meet Client's unique requirements. Client may acquire additional Services to make such changes or may make such changes themselves in Post-Production.
c. The Workday pre-configured content will be leveraged as the basis for design and configuration within the Scope of this project. CSLLC will not be performing a traditional fit gap on Client business requirements. If the pre-configured tenant is not appropriate for Client, as determined by Client, a Change Order for additional Services may be required. Client is ultimately responsible for verifying that the pre-configured content is appropriate.
d. Integrations to be designed to current-state requirements and not reformatted during the Timeline unless Workday delivered templates are available for deployment or current-state is no longer supported.

e. Onsite visits, if required and mutually agreed upon by the Parties, will be limited to alignment sessions and during the Test stage. Should Client require additional onsite visits, a Change Order for additional Services may be required.

5.0 Term and Termination

a. This SOW shall commence on the Start Date identified above and shall continue through January 25, 2025 (the "Term"), unless terminated sooner pursuant to the Agreement.

6.0 Pricing

a. CSLLC will invoice and Client shall compensate CSLLC on a Fixed Fee basis as set forth in the table below for Services rendered. This price is inclusive of any and all associated charges and fees which CSLLC may experience during the fulfillment of this SOW, with the exception of Section 7.0 Expenses. Pricing is based on the Project Schedule defined in this SOW; any changes to the Project Schedule will require a modification in price. Invoices will be paid subject to the terms and conditions of the Agreement. Total cost of the engagement is listed in the Milestones and Events table below.

b. Payments will be made according to the following schedule:

Fixed Fee and Invoicing				
Milestone / Event	Invoice Date	Invoice Amount	CSLLC Investment	Total Invoice Amount
Project Commencement	2/20/2024	$ 51,022	-$2,650	$ 48,372
Plan Stage: Delivery of Plan Artifacts	4/20/2024	$ 204,087	-$10,600	$ 193,487
Architect & Configure Stage: Delivery of Design Artifacts	6/15/2024	$ 204,087	-$10,600	$ 193,487
Architect & Configure Stage: Delivery of End-to-End Tenant	8/10/2024	$ 204,087	-$10,600	$ 193,487
Test Stage: Completion of End-to-End Test	10/5/2024	$ 102,044	-$5,300	$ 96,744
Test Stage: Completion of Parallel Test	11/16/2024	$ 102,044	-$5,300	$ 96,744
Deploy Stage: Completion of Move-to-Production (Go-Live)	12/14/2024	$ 102,044	-$5,300	$ 96,744
Post-Production support: Completion of Project	1/25/2025	$ 51,022	-$2,650	$ 48,372
Project Total for All Phases		**$ 1,020,436**	**-$53,000**	**$ 967,436**
Estimated Expenses				$0
Grand Total				**$ 967,436**

c. Invoices will be emailed to the following addresses:

Accountspayable@meridiancity.org

Kvigil@meridiancity.org

Any other mailed correspondence will be delivered as follows below:

City of Meridian, Idaho
Attention: Kristy Vigil, Project Manager
33 East Broadway Avenue
Meridian, Idaho 83642

d. Any additional Services rendered in addition to the Scope as defined in this SOW will only be performed after the Parties agree to a Change Order utilizing the rate table to build the cost as identified below:

Rate Card	
Executive	$400
Strategy Manager	$325
Senior Functional Architect (Consulting Director)	$325
Engagement Director (Portfolio Director)	$325
Engagement Manager	$264
Functional Architect	$275
Senior Principal Consultant	$204
Principal Consultant	$204
Consultant	$204
Analyst	$152

e. Workday Delivery Assurance and Workday specific training services and fees will be covered under a separate agreement between Client and Workday.

f. Any and all fees associated with Client's e-invoicing, portal, or payment solution will be the responsibility of Client, without dispute. CSLLC will provide all necessary documents or invoices to confirm the fees, if such fees are incurred.

g. [CLIENT TO INSERT PO NUMBER ("PO#") HERE, IF REQUIRED – Confirmation will allow for timely and accurate invoice submission. If Client requires a PO#, Client will send a copy of the PO# to accounts-receivable@collaborativesolutions.com. If a PO# will not need to be generated, please make a note in this section.]

Milestone/Event Definitions

Project Commencement: This milestone is achieved on the signing of this SOW by Client.

Plan Stage: Delivery of Plan Artifacts: This milestone is achieved after the following is complete:

a. Draft Project Schedule and plan

b. Reservation date

c. During Plan, the city will receive and complete configuration/data conversion workbooks. Validation and completion of these workbooks will act as contingent sign off for the CSLLC team to begin the build. Foundation build activities will complete on a rolling basis prior to the scheduled Foundation Alignment Session occurring in the Architect & Configure stage.

d. Catalyst workshops are the introduction of concepts, key considerations and a preview of what's coming. Following these workshops, consultants will provide client with a series of deployment workbooks to be populated with both configuration and worker data. Outputs are then used to build your foundation tenant which will be reviewed with client during the Foundation Alignment Sessions.
e. Foundation tenant build complete
f. Create the integration tracker
g. Data Strategy Signoff
h. Foundation Tenant Build: Data Extract Delivery
i. Foundation Tenant Build: Data Validation Signoff

Architect & Configure Stage: Delivery of Design Artifacts: Sign off - This milestone is achieved after the following is complete:

a. Configure based on foundation alignment sessions.
b. Deliver the CSLLC assigned integration design documents; Build integrations

Architect & Configure Stage: Delivery of End-to-End Tenant: This milestone is achieved after the following is complete:

a. End-to-End tenant build

Test Stage: Completion of End-to-End Test: This milestone is achieved after the following is complete:

j. Execution of test scenarios
k. Cutover-plan execution
a. Create integrations schedule recurrence tracker; Provide knowledge transfer, operations guides
b. E2E Tenant Build: Data Extract Delivery
c. E2E Tenant Build: Data Validation Signoff

Test Stage: Completion of Parallel Test: This milestone is achieved after the following is complete:

a. Any issues reasonably identified as preventing progress to Production have been addressed or mitigated.
b. Cutover-plan execution
c. Any CSLLC delivered Custom reports

Deploy Stage: Completion of Move-to-Production (Go-Live): This milestone is achieved after the following is complete:

d. Move from Gold tenant to production tenant has occurred.
e. Gold/Pre-Production Tenant Build: Data Extract Delivery
f. Gold/Pre-Production Tenant Build: Data Validation Signoff

Post-Production Support: Completion of Project: This milestone is achieved after the following is complete:

a. Timeframe for Post-Production support has lapsed following the Move-to-Production

Milestone/Event Acceptance

Subject to Section 2.1 of the Agreement, CSLLC will present the applicable Deliverables to Client in writing and Client will have five (5) business days to provide written acceptance of the Deliverables, or provide a specific list of reasonable issues to be remedied. CSLLC will have five (5) business days to address issues and resubmit the Deliverables. The parties shall repeat this process until Client provides written acceptance of the Deliverables. After five (5) business days, should CSLLC not address Deliverables issues or Client not accept or provide a list of issues, CSLLC and Client shall escalate issues The Portfolio Director will be the point of escalation for deliverables should any issues or concerns arise. See 3.2 Governance. The Parties may agree that minor errors or non-conformities to Deliverables may be noted and revisited at a later time despite Client sign-off, with a concession from CSLLC to accept a 90% partial payment for Deliverables with such minor non-conformities rendered at that stage. The remaining 10% will be paid by the Client upon delivery and acceptance of remaining deliverables.

7.0 Expenses

It is expected Services will be provided primarily on a remote basis. If travel is required, all reasonable travel expenses incurred by CSLLC related to the performance of the Services defined herein, shall be invoiced to Client. All such travel will comply with CSLLC’s Travel and Expense Policy, which shall be made available to Client upon request. All fees or penalties incurred due to cancellations or changes of travel at Client’s request shall be invoiced to Client.

8.0 Signatures

IN WITNESS WHEREOF, the Parties have duly executed this SOW by their respective authorized representatives as of the SOW Effective Date.

Collaborative Solutions, LLC	**City of Meridian, Idaho**
Susan Guerra Susan Guerra (Jan 12, 2024 15:01 CST)	
Authorized Signature	Authorized Signature
Susan Guerra	
Name	Name
Chief Client Officer	
Job Title	Job Title
Jan 12, 2024	
Date	Date

Appendix A – Description of Roles

Client Roles

Client personnel are experts on Client business/technologies and as such will have responsibility for providing project management, non-Workday functional, technical, and culture expertise to the project.

Client project team members and cross-functionality representation are currently identified as follows: (Note that project teams' roles could be specific to implementation needs.)

Client Team Member	Description of Role
	The steering committee provides funding and support to the project. Responsibilities include: • Obtaining appropriate funding and approvals • Ensuring all appropriate resources are available for the project • Resolving issues which are impeding the progress of the project • Providing overall direction to the Client Project Manager • Sign off on key Deliverables/project milestones • Assuring project delivery and quality control • Attending steering committee meetings
Project Manager	The Client Project Manager is a dedicated resource focused specifically on the Workday implementation. While CSLLC understands there are many other activities linked to the implementation, this resource needs to be dedicated full-time to the project. Responsibilities include the following: • Establishing and managing the project details, Deliverables, schedules, tasks, assignments, and execution • Coordinating business teams and support teams • Driving the implementation of the optimized processes • Managing the resolution of issues • Anticipating and resolving issues which could impact the project budget, schedule, Scope or quality
Functional Team (Global Process Owners, Process Leads, and SMEs/Business Analysts)	The functional team are those familiar with Client business processes and systems. These individuals provide information to the CSLLC Functional Consultant(s) to configure the Workday solution. Responsibilities include: • Communicate functional requirements which need to be configured in Workday • Describe current business processes and work with team to simplify and improve • Provide functional requirement through completion of configuration and data gathering workbooks • Champion adoption and use of Workday Launch delivered business processes • Identify critical changes needed to Workday Launch delivered business processes and provide feedback to CSLLC consultants • Work with CSLLC consultants to help map and load data into Workday

Client Team Member	Description of Role
	• Actively participate in all testing activities • Pre-validate extracted data files prior to providing it to CSLLC; then validate data after it has been converted into Workday solution • Contribute to identifying and executing test scenarios for functional areas • Perform end user training • Participate in knowledge transfer
Technical Team (Integration Lead, Integration Engineers/Developers, and Data Conversion Specialist)	Technical resources perform the following: • Support the conversion and loading of data contained in existing systems • Design and develop custom integrations as outlined within the Scope of this SOW • Develop custom reports • Manage Client communications • Participate in knowledge transfer • Actively participate in testing activities *Note: Resource experience, data quality and the amount of transformation required could impact the actual resources needed to support the data conversion efforts.*
Internal Auditor	The internal auditor works with the project team to ensure proper procedures are followed and proper documentation is created for the implementation of Workday. This person is responsible for providing compliance-related guidance and expertise to the project team.
Test Lead	The Client Test Lead develops and manages the overall Client test strategy and plan. Responsibilities include: • Establish an approach to testing • Define resource requirements for testing • Establish the test schedule • Conduct overall execution of the Client prescribed End-to-End (including integrations), and Parallel Test process for Workday payroll from start to end of the test period. • Facilitate testing coordination and progress meetings • Successfully manage defect resolutions • Resolve test issues via coordination of Client and CSLLC teams as required to complete testing for successful completion of Workday test • Define the overall test strategy • Define test approach, roles and responsibilities • Define test tools and scenarios by tester and success criteria for each test stage • Define and report test metrics to the project team and project executives
Organizational Change Lead	The Client Organizational Change Lead is focused on planning and executing the change management and communications activities. The Client Organizational Change Lead is the primary counterpart to the CSLLC

Client Team Member	Description of Role
	Organizational Change Lead (if there is someone assigned) and is responsible for providing primary insight into Client's culture, operations, and competing projects or interests. The Client Organization Change Lead is the primary liaison between the project team and other internal resources needed to execute and deploy the various change management and communications activities and is ultimately responsible for all change management and communications-related Deliverables.
Training Lead	The Client Training Lead is focused on planning and executing the end user training activities. The Client Training Lead is the primary counterpart to the CSLLC Training Lead (if there is someone assigned) and is responsible for providing primary insight into Client's training resources and preferences, as well as competing projects or interests related to end user training. The Client Training Lead is the primary liaison between the project team and other internal resources needed to plan, execute, and deploy the various training activities for the deployment and is ultimately responsible for all training-related Deliverables. Client may choose to assign the Client Organizational Change Lead and Client Training Lead roles and responsibilities to a single actual resource.
Training Communications, and Change Management Support Resources	Depending on the specific strategies and plans Client establishes as part of its OC&T program, additional resources will be needed at various times throughout the project lifecycle to support and execute the communications, change management, and training plans. These roles often include: • Training developers responsible for developing and revising the end user training collateral as defined in the training curriculum plan • Communications leads/developers responsible for developing, revising, and deploying the end user communications collateral as defined in the communications plan • Trainers and super users responsible for gaining advanced familiarity with the new systems and user support tools, and in turn planning and delivering pre-Go-Live and ongoing training to end user audiences • Change champions responsible for generating awareness and support around future changes within their designated areas of influence

Workday Roles

Workday core responsibilities include:

Workday Team Member	Description of Role
	Comprised of Workday implementation specialists, the Workday Delivery Assurance Group works with Client towards the implementation of the Workday solution. The Workday Delivery Assurance Group conducts a series of quality assurance reviews at major project milestones, when the group reviews project documentation, product configuration, and business processes. The Workday Delivery Assurance Group is responsible for the development and enhancement of the Workday implementation methodology and works closely with product strategy and development in helping steer product direction.

Appendix B – Integrations and Custom Reports

Integrations

The following integrations are in Scope. Please refer to the column labeled "Owner" to identify if the integration is Client assigned or CSLLC assigned.

ID#	Integration Name	Third-Party Vendor	Functional Area	Tool	Total Hours	Owner
INT001	Basic SSO/SAML Setup	Microsoft	Security	Setup	30	CSLLC
INT002	Active Directory Inbound	Microsoft	HCM	Studio	60	CSLLC
INT003	E-Verify	DHS	HCM	CC	20	CSLLC
INT004	BCBS Medical Outbound	Blue Cross of Idaho	Benefits	CC	40	CSLLC
INT005	Delta Dental Outbound	Delta Dental	Benefit	CC	40	CSLLC
INT006	Payroll ACH Outbound	TBD	Payroll	CC	40	CSLLC
INT007	Payroll Check Layout	Workday	Birt	BIRT	40	CSLLC
INT008	Willamette Dental Outbound	Willamette Dental	Benefits	CC	40	CSLLC
INT009	VSP Vision Outbound	VSP	Benefits	CC	40	CSLLC
INT010	PERSI 401k Regular and Financials Outbound	PERSI (Empower)	Benefits	EIB/DTS	80	CSLLC
INT011	MIP Payroll General Ledger Outbound	MIP	Payroll	EIB/DTS	110	CSLLC
INT012	United Heritage Outbound	United Heritage	Benefits	EIB/DTS	90	Client
INT013	APA Benefits Outbound	TBD	Benefits	CC	40	CSLLC
INT014	BPA Health Outbound	BPA Health	Benefits	EIB/DTS	90	Client
INT015	NCPERS Outbound	NCPERS	Benefits	EIB/DTS	90	Client
INT016	Nationwide Outbound	Nationwide	Benefits	EIB/DTS	80	CSLLC
INT017	MetLife Outbound	Metlife	Benefits	CC	40	CSLLC
INT018	IRS Outbound	IRS	Benefits	CC	20	CSLLC
INT019	Navigate Outbound	Navigate	Benefits	EIB/DTS	90	Client
INT020	State Insurance Fund Outbound	State Insurance Fund	HCM	EIB/DTS	80	Client
INT021	Nationwide Roth Outbound	Nationwide	Benefits	EIB/DTS	80	CSLLC
INT022	Worker Master Outbound	Internal	HCM	EIB/DTS	80	CSLLC

Integration Type Key:

- EIB/DTS = Enterprise Interface Builder/Document Transformation Service
- CC = Cloud Connect
- Studio = Workday Studio
- SSO = Single Sign-On
- Other = Web services or integration system user setup

The interfaces/integrations required for this project include:

- **Cloud Connect ("CC")** – CC provides Workday customers with the same level of support as they would receive in the core Workday application. Such Workday integrations are (i) part of the Workday hosted application service and (ii) provided with ongoing support by Workday in accordance with Workday's then-current Support and Service Availability Policy. While Workday integrations are designed and developed as part of the subscription license, CSLLC anticipates some amount of time dedicated to configure and test the integrations during the implementation.
- **Custom Integrations** – Custom integrations are developed by CSLLC or Client using Workday's tools such as Report Writer, EIB, DTS, or Studio.

Reports

The below reports are included as the list of potential reports to be configured. CSLLC and the Client will jointly review the list and determine if the report will be covered via integrations (as listed in above), Workday standard reporting or fits within the one hundred (100) hours of custom reporting included in this SOW. The approach to including any reports outside of these categories will be jointly agreed upon by CSLLC and the Client.

Report Name / Configuration	Area	Description
Federal W2 Reporting	Payroll	
State of Idaho W2 Reporting	Payroll	
Calculated Check Register	Payroll	Verify all info is correct in the system for check run
K9 report	Payroll	to see who and how many hours for K9 officers
Life+ report	Payroll	to see who and how much the benefit is for those who qualify
Summary Check Register	Payroll	check number, employee id, employee name, date, amount of paycheck and total of all checks for that check run.
Pre-transfer reports	Payroll	Summary and Detail - Wage, GL info to see what is flowing into the financial system total and break out by funds. Also use to balance payables.
ACH upload file	Payroll	

FSA Deduction Reports	Payroll	FSA Medical and FSA Dependent Care employee payroll contributions for upload
Federal withholding taxes 941	Payroll	for payroll withholdings for FICA, Medicare, Social Security totals
Nationwide 457 Pretax, Match, Roth	Payroll	total of contribution of employees for upload
PERSI IRIS report	Payroll	to upload into PERSI system
State Withholding Tax	Payroll	monthly/quarterly/annual
Union Dues	Payroll	list of employees and their dues paid per pay period
Vacation bucket updates	Payroll	list of employees that are eligible to move into the next accrual tier
Fire Holiday Accrual List	Payroll	list of Fire employees that get Holiday hours added into their accrual bank
FTE List	Payroll	# of employees in each department
BPA report	Payroll	See # of Employees to bill each department
Employee Statistics	Payroll	Total number of employees both male and female.
Sick leave/Vacation balances of employee's year to date and history	Payroll	
Check Registers/Pay Stub for individual employees	Payroll	
Employment Verifications	Payroll	Break down of monthly wages (reg wages, OT, Court, Uniform Allowance, etc) for individual employees over any given amount of years with totals for each year.

Payroll Rec-Earnings History	Workers Comp/Vacation Bucket Changes	class, employee id, name, earning code, PTD hours, PTD amount, pay date, distribution code, position
Payroll Rec-Earning Leave Liability	Workers Comp/Vacation Bucket Changes	class, employee ID, name, leave code, hours, liability, rate of pay
Payroll Rec-Earnings Leave	Workers Comp/Vacation Bucket Changes	class, employee ID, leave code, name, pay date, hour accrued, hours taken
Payroll Rec-Employee Listing	Workers Comp/Vacation Bucket Changes	Social Security Number, name, employee ID, Employee Status, Class, pay type
Payroll Rec-Employee Hourly Rates	Workers Comp/Vacation Bucket Changes	Employee ID, SSN, name, class, salary per pay cycle, hourly rate, employee status, pay type
941 Worksheet	Payroll - Quarterly Reports	Total of employees paid, total wages, total income tax withheld, taxable social security wages, taxable Medicare wages, taxable additional Medicare wages, total social security and Medicare taxes withheld, total taxes. Also shows Schedule B break down for all rounding. Payrolls per month for the quarter and total tax liability. Fraction of cents
SUTA Report (Unemployment Insurance Tax Reporting)	Payroll - Quarterly Reports	EAN number, SSN, employer, employee name, quarter, year and total quarterly wages for each employee.
Workers Comp Reports	Payroll - Quarterly Reports	
Gross Wages of employees	Payroll - Quarterly Reports	per earning code, paid to date hours and amount, total wages subject to workers comp for each earning code.

Payroll Net Premium	Payroll - Quarterly Reports	employee ID number, distribution code, fund, employee name, sum of paid to date amount, workers comp rate, premium charged, experience modification, subtotal, premium discount, net premium, position, workers comp code, earning code for all employees that had wages during the quarter.
W2 recon for all employees	Payroll - End of Year Reports	
Payroll Accrual Reports	Payroll - End of Year Reports	
Leave Liability report	Payroll - End of Year Reports	to show total sick and vacation accruals for all employees.
Employee Information List	Payroll - End of Year Reports	shows name, employee id, hire date, date of report, birthdate.
Payroll PERSI Benefits	Payroll - End of Year Reports	employee name, id number, benefit code, PTD Subject earnings, PTD amount
Payroll PERSI Deductions	Payroll - End of Year Reports	name, employee id, deduction code, PTD Subject earnings, PTD amount
PERSI GL Detail Report (can look up per GL GL#)	Payroll - End of Year Reports	fund code, dept code, GL code, GL title, project code, effective date, transaction description, ID, amount, session ID, document number, notes
Vacation Accrued and Taken Report	Payroll - End of Year Reports	Fund, dept, employee ID, leave code, name, pay date, entry, hours accrued, pay period, payrate, accrued cost, leave cost
ABRA/MIP pay rate variance report	Payroll	any differences in pay rate between the 2 systems
Accrued hours verification report	Payroll	Shows leave code (sick and vacation), max hours, period max, hours accrued, hours taken and balance for each employee

Calculated payrate verification report	Payroll	Verifies correct payrate on payroll checks
Change in cell phone reimbursement Report	Payroll	
Class check	Payroll	verifies class codes in employee information vs payroll information
Extra wages report	Payroll	verifies which employees have extra wages on their payroll check
FLSA (OT) Report	Payroll	job class, employee id, employee name, earnings code, PTD hours, PTD amount, distribution code and rate
Health Ins eligibility report	Payroll	who is eligible but not receiving benefits
Maximum Leave balance Exceeded	Payroll	Verifies that any employee has exceeded max accrual amount by code
MIP compared to timecard report	Payroll	compares hours stored in MIP to those stored in timecard
Leave liability less than zero	Payroll	verifies that the leave balance is not less than zero for all employees
Zero leave accruals report	Payroll	Full time, hourly employees who accrue 0 hours last month.
Seasonal Eight Month Report	Payroll	list of seasonal employee’s name, employee id, hire date, 8-month limit date and term-by date
457 & 457 Roth	Payroll	Check for contribution max year to date
457 & 457 Roth Catchup	Payroll	Check for contribution max year to date
401k	Payroll	Check for contribution max year to date
401k Catchup	Payroll	Check for Contribution max year to date

457/40k Discrepancy Report	Payroll	check to make sure employees are not receiving more than 1 match
Admin summary of hours	Payroll	lists all hours for hours worked, sick, vacation, LWOP, Bereavement leave, civil duty, OT, etc.
More than 40 hrs sick leave report	Payroll	Shows employees that have taken more than 40 hrs sick leave
Check for Firefighters non	Payroll	imported timecard hours
Seasonal/Part	Payroll	time by pay period Shows Overtime hours for seasonal/part time employees
Part time hours accumulation	Payroll	Rolling 22 week report shows if part time employees are under the 19.50 hrs for the week
List of exempt employees using partial day of sick/vacation	Payroll	
Timecard with no check report	Payroll	Who has timecard but no payroll check
State Insurance Requests	Payroll	Employee timecard hours for each day worked within the stated timeframe (Typically 13 weeks) showing employee name, job title, pay period, date, work code, description of hours worked, number of hours worked, pay rate, total amount paid for the day and any comments made on the timecard.
Monthly ABRA/Position Slots Sync Report	Payroll	The purpose of this report is to see if there are any discrepancies or new employees that we need to allocate to a position.
SQL "HR Data Export" Report	Annual Questica Payroll Import Reports	The purpose of these reports is to update the Questica Budget with data from HR System and Position Slots.
SQL "Position Slots" Report	Annual Questica Payroll Import Reports	

SQL "Salary Position Allocations" Report	Annual Questica Payroll Import Reports	
12-Month Trends	Timecard	
12-Month Trends by Year	Timecard	
AnnualAccrualAudit	Timecard	
Check_For_FF_Non_Imported_Hours	Timecard	
FMLA Hours	Timecard	
Golf Lessons Hours	Timecard	
Health Insurance Eligibility Check	Timecard	
Hourly and Monetary Amounts by Pay Type	Timecard	
Hours by Day and by Dept.	Timecard	
Hours Over or Under Expected	Timecard	
Leave Liability	Timecard	
More than 40 Sick Hours	Timecard	
Part_Time_Hours_Accrual_22_week	Timecard	
Seasonal Eight Month Report	Timecard	
Summary of Employee OT Hours	Timecard	
Summary of Hours	Timecard	
Summary of Hours - Date Range	Timecard	
Summary of Hours - MOD_4_Amie	Timecard	

Summary of Hours PW Admin - Date Range	Timecard	
Timecard Hours By Dept and Date Range	Timecard	
Unpaid Hours	Timecard	
401K Catch Up Total Contributions Report	Payroll	
401K Matching Report	Payroll	
457 Catch Up Total Contributions Report	Payroll	
457 Total Contributions Report	Payroll	
457-401K Discrepancy Report	Payroll	
ABRA_MIP_Address_Variance	Payroll	
ABRA_MIP_Pay_Rate_Variance	Payroll	
Accrued Hours Verification	Payroll	
Active Employee Specialty Pay	Payroll	
Admin Summary of Hours	Payroll	
Calculated Pay Rate	Payroll	
Class Check	Payroll	
Crewsense Exceptions List	Payroll	
Extra Wages	Payroll	
FF_Timecard_Export_Preview	Payroll	
Fire Leave Codes	Payroll	
Fire Sick Accrual	Payroll	
FLSA (OT)	Payroll	

FTE Count	Payroll	
Health Insurance Eligibility Check	Payroll	
Historical FMLA Report	Payroll	
Maximum Hours Accrued Exceeded	Payroll	
MIP Compared To Timecard	Payroll	
MIP_Accrual_Settings_by_Dept	Payroll	
Negative Leave Liability	Payroll	
Parental Leave Report	Payroll	
Parental_Leave_Detail	Payroll	
Part_Time_Hours_Accrual_22_week	Payroll	
Police Personnel Division Status	Payroll	
Seasonal And Part Time Overtime By Pay Period	Payroll	
Seasonal Eight Month Report	Payroll	
SRO_timesheet_hours	Payroll	
Timecard Employee Holiday Hours	Payroll	
Timecard Employee Hours	Payroll	
TimeCard Submit-Approve Status	Payroll	
Timecard With No Payroll Check	Payroll	
Wage Verification Report	Payroll	
Zero Leave Accrual	Payroll	

1095B and 1095C reporting that is currently done in conjunction with the tax filing of the W2s	HR	
Active Employees Data	HR	
Terminations	HR	
Promotions	HR	
Turnover	HR	
Exempt Ees	HR	
New Hires	HR	
Department Promo-Term History	HR	
Fire Union Health Census	HR	
EEO Report	HR	
Direct Deposit	HR	
Performance Review Tracking	HR	
FSA Census	HR	
Active Benefited EE's with Dependents	HR	
Seasonals	HR	
Promotions and Transfers	HR	
Active EE's During a Time Period	HR	
FSA-DCA Contribution File	HR	
AHA Workplace Health Stats	HR	
Top Performer Retention	HR	

Demotion and Transfers	HR	
UHI Annual Census	HR	
Dependent Report	HR	
Terms with Salary	HR	
Age Report	HR	
Monthly Affirmative Action Report	HR	
Affirmative Action Active Employee Info	HR	
Non Discrimination Testing	HR	
Safety Sensitive Employee Roster_Monthly	HR	
Benefit Enrollment by Plan	HR	
Insurance Coverage Detail	HR	
PERSI Settings	HR	
Active Employee Specialty Pay	HR	
Duplicate Position Slot Numbers	HR	
Employee Benefits Summary Report	HR	
Employment App Applicants by Name	HR	
Employment_Application_Profile_Data	HR	
Missing Slot Numbers	HR	
Supervisors	HR	
Applicant Profile Data	HR	
Applicant Applications Data	HR	

Vacancy Report	HR	
Hired Employee Detail	HR	
Hired Veteran List	HR	
Internal Applications by Date Range	HR	
Position Advertising Costs Report	HR	
Position Job Numbers	HR	
Position Slot Number Exceptions	HR	
Position Time to Fill Report	HR	
Recruitment No Hire Rate	HR	
Veteran Preference Data by Date Range	HR	
Veteran Preference Data by Position	HR	
Job Reference Source Detail	HR	
Job Reference Source Statistics	HR	
Offer Acceptance Rate	HR	
Wellness Activity Details By Date Range (Default Current Month)	HR	
Wellness Details by Employee and Date Range (Default Current Year)	HR	
Wellness Points by Calendar Year	HR	
Wellness Points by Date Range (Default Current Month)	HR	

Appendix C – Sample Change Order Form

Project Change Order

This Change Order form is used for requesting, documenting and approving changes to the Workday deployment or other applicable service offering, including, but not limited to, changes to the project's Scope, changes for a major configuration element, timeline/schedule changes, integration specifications changes, addition of resources or any other Deliverable change from the originally planned Workday deployment or applicable service offering.

Summary

Client:	XYZ Client
SOW/Project Name:	Project ID # / Project Name as it exists in Workday
Change Order #:	C01 (adjust as appropriate)
Project Manager (Client):	Project Manager Name, XYZ Client
Project Sponsor (Client):	Project Sponsor Name, Title
Engagement Manager (CSLLC):	Engagement Manager Name, Collaborative Solutions, LLC ("CSLLC")
Acceptance Due Date:	The date by which Client will need this approved in order to avoid negative Project Schedule impact.
Change Type:	Type of change. For example: *integration change, request for additional functionality, change in SOW estimate based on design sessions, etc. (usually more applicable to Phase One (1) or Phase Two (2) projects.)* Select one (1): Term Extension (zero (0) budget add) Term Extension (additional hours added) Change in Scope (additional hours added) Change in Scope (no addition hours added) Other (detail in request description)
Impact Assessed by:	List those assessing the impact. Normally the CSLLC EM, Functional or Integrations Consultant, and possibly someone on the Client side.
Priority:	High, medium, or low based on need for the change.
Billing:	Select one (1): Bill under current project Bill separately under current project Bill separately under new project
Contract Line Type:	Describe the billing basis. For example: *Time & Materials, Fixed Fee Installment/Milestone, Prepaid, Subscription.* For "Bill under current project," the billing basis of this Change Order MUST match the applicable SOW's billing basis.
Is new PO# required?	Select one (1): New PO# (insert PO#) PO# to be created after receiving countersigned documents

	No new PO# needed

Request Description

<<Describe the change and why it is needed. It is important to describe why this was not estimated correctly in the SOW or where the change occurred. For example:

Adding a new integration for Aetna, COBRA, Qualifying Event. Original integration listed on the SOW addressed only Aetna PPO/HMO, did not specify COBRA. Additional forty (40) hours added to cover COBRA QE.>>

If this CO is for an extension, please include the number of hours and budget remaining on current project.

Business Purpose / Reason for Change

<<Describe the purpose/reason for change and be sure to explain the impact to NOT doing the change. For example:

Client offers COBRA coverage for any employees eligible for a COBRA Qualifying Event; this was not included in the original SOW estimate. If Client does not approve this change Client will not be able to provide COBRA coverage.>>

Impact Assessment

Project Activities Affected:	Describe the additional work that needs to be done. For example: *Create one (1) additional integration or three (3) new performance templates need to be configured, etc.*
Deliverables Affected:	Describe Deliverables affected. For example: *One (1) additional interface file to be delivered to Aetna will be produced.*
Project Schedule Impact:	Describe schedule impact, if any. For example: *Architect & Configure stage will be extended by one (1) week to complete all integrations.* Include the original end date and new end date, if extending the term of the SOW.
Pricing Modifications	Modifications to the Pricing are as follows:

Role	Rate	Hours	Cost
Executive			
Strategy Manager			
Senior Functional Architect (Consulting Director)			
Engagement Director (Portfolio Director)			
Engagement Manager			
Functional Architect			
Senior Principal Consultant			
Principal Consultant			

	Consultant			
	Analyst			
	Total		***<<total>>***	

Payment Terms – If Client is adding hours

- Time & Materials SOW: This Change Order will be billed monthly on a Time and Materials ("T&M") Basis based on actual usage at the rates set forth in the SOW and as identified in the Pricing Modifications above.
- Prepay SOW: This Change Order will be invoiced upon execution by both Parties at the rates set forth in the SOW and as identified in the Pricing Modifications above.

Assumptions

- Describe any new Assumptions different from the SOW. For Example:
- *Client will provide the requirements for the new integration.*
- If not different from the SOW, add "All Assumptions from the SOW dated XX December XXXX apply to this Change Order", otherwise, if there are new Assumptions different from the SOW, list them here.

Authorization

Client Authorization Signature	Collaborative Solutions, LLC Authorization Signature
Name	Name
Job Title	Job Title
Date	Date

Appendix D – Detailed Functionality

As the team and the project continues to progress into all stages of the project, there will be a review of the overall Scope and may re-align as the team come out of discovery and again after alignment sessions.

Workday foundational elements such as dashboards, reporting, analytics, business process framework and employee self-service are built into every Workday module.

During Client deployment, the following elements will be in Scope for Client's Workday Launch package.

Sections:

Foundation	
Launch deployment functional elements:	
• Organizational management	• Contact information
• Staffing management	• Payment elections & associated rules
• Personal information	• Locations and location hierarchy
• Position and job assignment	• United States of America ("USA") operations only
• Fifteen (15) companies and company hierarchies	• Region and region hierarchy
• Supervisory organization and hierarchy	• Pay groups
• Currencies	• Worker types
• Three hundred (300) cost centers and cost center hierarchy	• Pre-packaged business processes
• Four (4) custom organizations and hierarchy	• Delivered security model
• English language only, translations are not in Scope	• Standard notification templates
• Mobile	• Contingent workers
• Global address localization	• Multi-factor authentication
Reporting:	
• Standard dashboards & analytics	• Five hundred or more (500+) delivered reports

Core HCM	
Launch Deployment functional elements:	
• Organizations (up to three hundred (300) supervisory, cost center, company, region, location) and associated hierarchies as listed above	• Job catalog (job family groups, job families, job profiles)
• Position management staffing model	• Up to fifteen (15) static documents for hire / onboarding review
• Management types & management level hierarchy	• Personal data, contact information, identification information
• Emergency contact information	• Delivered compensation bases
• Employee photos	• Delivered service dates
• Event categories and reasons	• Employee and manager self-service

Core HCM	
• Form I-9 functionality	• Shifts
• Basic compensation management	• Up to one (1) compensation packages
• Onboarding	• Up to one (1) salary plans
• Up to one (1) hourly plan	• Up to fifteen (15) allowance plans - excluding reimbursable allowance plans
• Up to fifteen (15) one-time payment plans	• Up to two (2) custom onboarding templates
• Multiple jobs	• Delivered probation periods
• Job history	• Tenant branding
• Union tracking (worker data only)	• "Skills Cloud" (with Innovation Services Agreement ("ISA") opt-in)
• Education	• One (1) announcement for onboarding
• Compensation Grade, Grade Profiles (up to one hundred (100) Grade Profiles) and Compensation Steps.	• One (1) exit survey questionnaire with up to twenty (20) questions, routed to existing security group - excluding custom reporting of responses
• Up to three (3) Regulatory Required Custom Security Groups	
Modifiable Business Processes	
• Hire employee	• Create position
• Change job	• Terminate employee
• Request one-time payment	• Request compensation change
• Contract contingent worker	• End contingent worker contract
• Edit position	• Edit position restrictions
• Onboarding: one (1) for new hire	• Onboarding setup
• Add Additional Job	• End additional job
Reporting:	
• Review delivered reports	• Enable delivered dashboards (workforce composition, report auditor)

Benefits
Launch Deployment functional elements:
• Administer benefit enrollments for most commonly offered plan types, including health care (medical, dental, vision), insurance (life, disability), spending accounts (dependent and health care), health savings accounts, retirement savings (401k), and additional benefits plans (pet insurance, gym

Benefits	
membership, employee assistance program, critical illness, and long term care). Up to fifty (50) benefit plans.	
• Core Affordable Care Act ("ACA") functionality: ACA measurement periods and eligibility, ACA dashboard, setup for 1094-C and 1095-C reports	• Healthcare Election Guidance - Configure expanded plan details for up to five (5) healthcare plans
• Crossplan enrollment rules	• Manage evidence of insurability
• Up to five (5) benefit groups (including eligibility rules)	• Benefit plans (including all components, such as eligibility rules, coverage tiers, and rates)
• Individual rates	• Benefit annual rates
• Enrollment event rule	• Manage COBRA eligibility designations for participants who lose coverage
• Benefit defaults	• One (1) open enrollment
• Passive event rules	• Benefits for one (1) country
• Up to three (3) Plan Year Definitions (current year, subsequent year, ongoing plans)	• Plan Year Definition; one (1) for program year, one (1) for ongoing
• Enrollment Event Types (including Eligibility Changes, Life Events, and Reinstatement Events)	• Plan Year Definition; one (1) for program year, one (1) for ongoing
•	•
Modifiable Business Processes	
• Change benefits for life events	• Change benefits
• Add retiree status	• Remove retiree status
• Change beneficiary	• Change retirement savings
• Dependent event	• Passive event

Talent Optimization	
Launch Deployment functional elements:	
• Education	• Job history
• Career interests	• Job interests
• Development items	• Check-ins
• Up to three (3) performance review templates	• Up to thirty (30) competencies: Includes behavior setup and association to Job Profiles, Management Level, and/or Job Family

Talent Optimization	
• Worker summary	• Mentor
• Relocation preferences	• Travel preferences
• Anytime feedback	• Goals
• Succession	• Assess my team's potential
• Assess potential	• Up to fifty (50) positions for succession: includes readiness setup
• Two (2) custom notifications per business process	• Career interests
• Job interests	• Relocation preferences
• Travel preferences	• Career profile
• Talent profile/skills	• Mentors and connections
• Calibration is excluded	
Modifiable Business Processes	
• Manage education	• Manage job history
• Start performance review	• Complete self-evaluation for performance review
• Complete manager evaluation for performance review	• Import professional profile
• Give feedback	• Set review content for performance review
• Manage succession plan	• Assess potential
• Manage mentorship	• Manage succession plan
• Manage competencies	• Manage interests

Recruiting	
Launch Deployment functional elements:	
• Candidate home	• One (1) external and one (1) internal career site
• One (1) internal career site for contingent workers	• Internal application
• Simple referral	• Assessments
• Background check	• Interview management
• Candidate screening	• Candidate review
• Interview ratings	• Job requisition management
• One-time payment for offers	• Candidate pool functionality
• Prospect management	• Auto disposition candidate's other job applications

Recruiting	
• Up to one (1) internal and up to one (1) external questionnaire (each questionnaire with up to ten (10) questions)	• Candidate grid – delivered fields only
• Auto unpost jobs	• One (1) document template to capture Internal/External dynamic offer letter variations including: Simple letter header including company logo and footer (note this will appear on all pages of the offer letter) - Up to ten (10) conditional paragraphs (may include introduction, offer details (full-time, part-time, location, manager, job details), basic compensation language (hourly, salary, bonus, allowances, one-time payments), conclusion) - Up to two (2) static document attachments for candidate offer review
• Duplicate management (delivered framework)	• Configurable candidate consent
• Delivered primary recruiter security	• Candidate endorsement
• Evergreen requisition management	• External career site privacy policy
• External candidate job alerts (delivered template without customization)	• Guidance of "Apply with LinkedIn" – up to one (1) hour of support
• Task Consolidation for Review Offer	• Prospect Introduce Yourself on External Career Site
• Delivered User and Role Based Security Groups	• Configurable Section Headers and Instructional Text on Job Application Templates
• Parallel Stages	• Autocomplete on Staffing business processes
Reporting:	
• Delivered Recruiting Standard Reports	• Job Requisition Workspace
Modifiable Business Processes	
• Job application (up to one (1) dynamic workflow) – maximum of one (1) label override per stage	• Offer
• Job requisition	

Absence Management	
Launch Deployment functional elements:	
• Up to sixteen (16) time off plans	• Up to ten (10) accruals based on primary positions

Absence Management	
	• Up to sixteen (16) time offs based on primary position
• Up to five (5) leave entitlement limited to primary position	• Up to ten (10) leave types based on primary position
• Up to two (2) work schedule rules	• Up to five (5) holiday calendars
• Holiday calendar rules	• Absence Third Party Calendar (Microsoft Outlook or Google Calendar) - Functional Configuration Only
• Absences based on Primary Job only	
Modifiable Business Processes	
• Correct time off	• Request time off
• Request return leave of absence	• Request leave of absence

Time Tracking	
Launch Deployment functional elements:	
• Time and absence dashboard	• Review time
• Up to two (2) security groups to support employee self-service and manager self-service	• Up to two (2) holiday schedules
• Up to three (3) alerts	• Basic Project Worktag or Custom Organization with Custom Organization Hierarchy
• Up to six (6) time entry templates	• Up to two (2) time code groups
• Up to twenty (20) time entry codes	• Up to ten (10) time calculation groups
• Up to thirty (30) time calculations	• Up to ten (10) time entry validations
• Up to five (5) Work Schedule Calendar Rules	• Up to two (2) security groups to support security requirements related to Web Clocks
• Up to twenty (20) work schedule calendars	• Edit and approve time
Modifiable Business Processes	
• Assign work schedule	• Enter time
• Reported time batch event	

Payroll	
Launch Deployment functional elements:	
• Up to one hundred fifty (150) pay components (earnings and deductions)	• Up to one (1) payment election rule
• Pay accumulations, pay balances, pay component groups, tax authority exceptions	• Net pay validation and arrears
• Up to three (3) pay groups	• Up to two (2) run category
• Up to three (3) period schedules for payroll	• Payroll deduction recipients • Payroll involuntary withholding orders and deduction recipients
• Up to two (2) bank accounts with related financial institutions, up to two (2) routing rules	• Audit report configuration
• Fiscal posting intervals, schedules, summary schedules, fiscal years	• Company federal, state and local payroll tax configuration
• Retro processing configuration	• Payroll tax reporting codes (USA only)
• W-2 configuration (USA only)	• Off-cycle payments configuration
• Up to three (3) Federal Identifications (FEINs)	• Configuration of employee costing allocations across multiple accounting dimensions. Testing/validation of allocations from business procedure approval through payroll to the general ledger.
• Payroll Tax Filing Configuration (Workday Delivered Payroll Tax Period Reporting)	• FLSA Work Period Calendar Rules
• Journal sources, ledger, ledger types, account sets, account posting rules to support a single general ledger	• Generate Period Schedule Periods
• Default check and payslip layouts	• Pay Component Costing
• Payroll Command Center	
Modifiable Business Processes:	
• Settlement run event	• Payment release event
• Assign pay group	

Learning	
Launch Deployment functional elements:	
• Configure Learning Dashboards (Learning, Learning Administrator, My Team's Management, My Library, Learning Trainer, Home)	• Learning Configuration on Edit Tenant Setup tasks
• Custom Learning Slider (up to one (1) custom slider and one (1) associated custom search).	• Learning Configuration on Edit Tenant Setup tasks
• Up to ten (10) topics	• Up to fifty (50) Internal Learning Instructors
• Learning Assessors (up to fifty (50))	• Campaigns (up to eight (8))
• Campaign Audiences (up to eight (8))	• Workday Outlook integration for instructor led content
• Up to five (5) prerequisites	• Up to eight (8) custom notifications
• Up to five (5) equivalencies	• Up to five (5) validation rules
• Up to five (5) Reason Codes for Drop Enrollments, Cancel Learning Enrollments, Cancel Course Offerings	• One (1) learning certification, customer to configure additional
• Up to four (4) custom security groups excluding topic and course segmented security groups	• Topic and Course Segmented Security (up to ten (10) segments with up to ten (10) supporting security groups)
• Add employee as self and/or contingent worker as self on the manage lesson business process policy for user generated content/peer learning.	
Business Process Definitions:	
• Manage lesson	• Manage course
• Enroll in course	• Manage course offering
• Drop course	• Manage program
• Manage Equivalency Rule	

Appendix E – Data Conversion

Data Conversion

In Scope person population(s) which are active at time of the Go-Live conversion extract will be included in the conversion process. Client's workers who were terminated in the current year based on the final extract date will be included in the data conversion to Workday to support rehires and reporting.

Function	Scope
Human Capital Management	
Active Employees	• Up to six hundred fifty (650) active full-service equivalent employees or contingent workers including current associated personal data and current job record • Current data records and job details for all active employees using their current data record • Current compensation data and compensation effective as of benefits effective date • Job and compensation history - unlimited "history from previous system" • Includes loading of employee photos • Attachment of third-party vendor documents is out-of-Scope • No transactional history
Terminated Employees	• Terminated workers who received payment in the current year (using worker object) • Up to five hundred (500) additional terminated workers (using former worker object) • Terminated workers will be converted to a Workday organization specified for terminated workers rather than the historical organization structure • Only a terminated worker's data at time of termination (i.e., last data record) • No history loaded
Benefits	• Current benefit elections • Medical history for current year for Affordable Care Act ("ACA") reporting • ACA worker hours and wages • Dependents and beneficiaries • Benefit annual rates • Worker wellness and tobacco usage
Absence Management	• Time off balance conversion included • Active leaves for the previous twelve (12) months (balance as of Go-Live date, not daily balance conversion) • Time off event conversions excluded
Talent Optimization	• No goal history • No transactional history • No prior performance reviews
Time Tracking	• Excluded from the Scope for Go-Live
Payroll	• Year-to-date wages and payroll tax data, including taxable wages and subject wages for federal, state, and local taxes reconciled to tax returns

Function	Scope
	• Worker tax elections • Withholding orders excluded • Worker payment elections • Costing allocations excluded