Prepared For:
City of Corona, California

Statement of Work
Workday Deployment Services

Preparation Date: July 2, 2024

STATEMENT OF WORK
FOR
WORKDAY DEPLOYMENT SERVICES

This Statement of Work ("SOW") is made effective on the 18th day of November 2024 (the "SOW Effective Date") by and between **City of Corona, California** ("Client"), having its principal place of business at 400 S. Vicentia Ave. Corona CA 92882 0 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 tentatively scheduled to begin on November 18, 2024 ("Start Date") and expected to end on October 23, 2026.

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 November 6, 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	Estimated Counts
Active Employees	Nine hundred sixty (960)
Contingent Workers	Active in current year
Terminated Workers	Active in current year
Retirees	One hundred (100)

Region	Countries
North America	United States of America

1.1.2 **Language:** 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. This project is being deployed using CSLLC's Cynergy methodology.

Functional Area	Location Scope	Phase	Workday SKU
HUMAN CAPITAL MANAGEMENT ("HCM")			
HCM: Core	United States of America	One (1)	Core Human Capital Management
Compensation: Core	United States of America	One (1)	Core Human Capital Management
Benefits	United States of America	One (1)	Core Human Capital Management & Cloud Connect for Benefits
Talent & Performance Management	United States of America	One (1)	Talent Optimization
Recruiting	United States of America	Two (2)	Recruiting
Learning Management	United States of America	Two (2)	Learning & Media Cloud
Absence Management	United States of America	One (1)	Core Human Capital Management
Time Tracking	United States of America	One (1)	Time Tracking
Scheduling	United States of America	One (1)	Scheduling
Payroll	United States of America	One (1)	Payroll for United States
FINANCIALS			
Core Financial Management, Accounting, and Finance	United States of America	One (1)	Core Financials
Financial Accounting	United States of America	One (1)	Core Financials
Budgets	United States of America	One (1)	Core Financials
Banking and Settlement	United States of America	One (1)	Core Financials
Procurement	United States of America	One (1)	Procurement
Strategic Sourcing	United States of America	One (1)	Strategic Sourcing Expert
Supplier Accounts	United States of America	One (1)	Core Financials
Business Assets	United States of America	One (1)	Core Financials
Expenses	United States of America	One (1)	Expenses
Customer Accounts	United States of America	One (1)	Core Financials
Project and Work Management	United States of America	One (1)	Projects
Grants Management	United States of America	One (1)	Grants Management
Financial Planning	United States of America	Two (2)	Financial Planning
CROSS-FUNCTIONAL			
Prism	United States of America	One (1)	Prism Analytics Enterprise

Functional Area	Location Scope	Phase	Workday SKU
People Experience ("PEX") - Help & Journeys	United States of America	One (1)	Help & Journeys
Mobile Solutions	United States of America	One (1)	All
Employee Self-Service	United States of America	One (1)	All
Manager Self-Service	United States of America	One (1)	All

Workday SKUs not in Scope:

- Project Billing
- Inventory
- Accounting Center
- Extend
- Peakon
- People Analytics

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

Phase One (1): Four (4) tenant builds are included in the Scope of this SOW. The Configuration tenant build will be built on top of the foundation recipe and Foundation Data Model ("FDM"). The Client specific configuration will be built iteratively on top of that baseline.

Legacy data loads will be split into three (3) separate groups, aligned with each Workset, and loaded during the Configuration tenant build. Data 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/Pre-Production build. The tenant builds for this SOW include:

- Foundation tenant becomes the Configuration tenant, which consists of up to three (3) Workset data loads
- End-to-End tenant
- Parallel tenant used for payroll Parallel Testing
- Gold/Pre-Production tenant in preparation for Move-to-Production

Phase Two (2); Three (3) tenant builds are included in the Scope of this SOW. Data from Client's copy of current Production systems 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 Sandbox build. The data load cycles for this SOW include:

- Configuration tenant
- End-to-End tenant
- Sandbox tenant in preparation for Move-to-Production (Production tenant will reuse the Sandbox tenant data)

The data conversion Scope is further detailed in Appendix E. Cynergy data validation reports will be provided as a starting point for data conversion files. Minor modifications will be necessary for Client specific requirements of additional data points; however, any additional changes to the delivered reports are considered out-of-Scope.

1.4 Interfaces/Integrations Scope

The integrations listed in Appendix B are included in the Scope of the project. Below is a summary of the integration counts.

Phase One (1):

Integrations	Owner	Cloud Connect	Enterprise Interface Builder/Document Transformation Service	Workday Studio	Other
	CSLLC	Sixteen (16)	Nine (9)	Eleven (11)	Six (6)
	Client	Zero (0)	Eleven (11)	Zero (0)	Zero (0)

Phase Two (2):

Integrations	Owner	Cloud Connect	Enterprise Interface Builder/Document Transformation Service	Workday Studio	Other
	CSLLC	Zero (0)	Zero (0)	Four (4)	Zero (0)
	Client	Zero (0)	One (1)	Zero (0)	Zero (0)

1.5 Report Scope

All Workday delivered standard reports associated with the Scope listed in Section 1.2 are included in the Scope of the project. If CSLLC has included additional hours of assistance for additional custom reporting support and training as part of CSLLC's estimate, it will be identified in Appendix B section of this SOW. Any hours identified for custom reporting support are inclusive of design discussions, requirements gathering, development and Knowledge Transfer (“KT”).

Any specific custom reports listed in Appendix B are included in the Scope of the project.

1.6 End User Organizational Change & Training ("OC&T") Scope

As they relate to the applications, areas, and events specified in Sections 1.1 and 1.2 above, CSLLC will complete Organizational Change Management and Training Services. Specific Services and tasks to be performed by CSLLC and the Client are detailed in Section 2.0 below. All OC&T activities, communication, materials, and Deliverables will be conducted and/or produced in English.

1.7 Strategic Implementation Planning (Strategy) Scope

As they relate to the applications, areas, and events specified in Sections 1.1 and 1.2 above, CSLLC will perform a Strategic Implementation Planning engagement over a period of six (6) working weeks in support of the pre-implementation planning activities. This stage shall be performed by a team including CSLLC strategy & transformation consultants in collaboration with Client human resources, payroll, finance, and information technology representatives.

CSLLC will facilitate Strategy workshops around the key areas of Leadership Alignment and Technology Readiness as indicated in the table below.

Strategy Area	Strategy Scope
Leadership Alignment	Strategy Map • Vision • Guiding principles • Goals & objectives • Value proposition • Success metrics Project Governance • Roles and responsibilities • Decision making and escalation authority
Technology Readiness	• Foundation data concepts & master data model • Job architecture • Enterprise architecture • Workday technology • Reporting & analytics

Deliverables:

- Strategy Map with defined vision, guiding principles, goals & objectives, value statements, and success metrics
- Project governance model with defined roles & responsibilities including cadence, decision making authority and escalation process
- Strategic readiness facilitation documents and decision/action items documented in a raid, assumptions, issues and dependencies (RAID) log
- Executive readout presentation.

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
Strategy	• Assemble the CSLLC project team for Strategy stage • Conduct Strategy planning sessions • Schedule Strategy meetings and provide status reporting • Participate in weekly project meetings • Jointly schedule Strategy workshops • Conduct Strategy map sessions • Define project governance and decision-making model • Conduct data conversion readiness session • Conduct foundation data assessment sessions • Conduct Workday technology, enterprise architecture, and reporting sessions • Conduct persona workshop to review standard persona cards for the following four (4) areas (as reflected in project Scope) ○ Employee ○ Manager ○ Human resources (“HR”) partner ○ Cost center manager • Attend key Strategy sessions to collect initial change impacts • Develop preliminary change impact analysis to reflect information from key Strategy sessions • Executive readout • Provide stage sign-off document	• Assemble the Client project team for Strategy stage • Attend weekly project meetings • Jointly schedule Strategy workshops • Participate in Strategy sessions • Provide input into the executive readout • Provide organizational change counterpart to regularly interface with CSLLC’s OC&T team • Participate in persona workshop • Update standard persona cards following persona workshop • Provide input on the preliminary change impact analysis • Sign off on stage
Plan	• Assemble the CSLLC project team • Deliver discovery templates to Client • Establish a regular cadence of status report and governance meetings including a monthly steering committee meeting • Jointly schedule planning sessions	• Identify and provide project team and project Subject Matter Experts (“SMEs”) • Identify stakeholders, sponsors, and system administrators

Stage	CSLLC Services	Client Responsibilities
	• Create the integration tracker (dashboard) • Conduct functional and technical project planning sessions • Create the project plan • Create the project charter • Create baseline tenant management plan • Identify initial risks and recommendations to reduce risk • Participate in and support the project kickoff meeting • Conduct data and reporting readiness workshops • Provide the sample data conversion and validation strategy template; advise on development of the data conversion strategy and plan • Provide data conversion and configuration workbooks • Assist with questions regarding mapping of data to Workday data model • Jointly schedule architect workshops • Conduct FDM alignment sessions • Jointly create the executive presentation for project kickoff meeting • Provide test strategy sample template; advise on development of the test strategy • Build Foundation tenant • Work with Client to set up CSLLC's secure transfer site for sharing confidential/private employee data • Load Client data for Foundation tenant • Provide feedback regarding potential data issues and exceptions from the Foundation build • Schedule and conduct project initiation checkpoint Workday Delivery Assurance review • Provide stage sign-off document •	• Participate in functional and technical planning sessions • Establish and attend monthly steering committee meetings including CSLLC Engagement Manager ("CSLLC EM") • Provide input into the project plan • Provide input into the project charter • Participate in and provide input into data, reporting, and integration readiness workshops • Participate in integration planning session • Prepare for and lead project kickoff meeting • Provide plan and policy documents • Provide integration requirements and existing sample files • Notify third-party vendors for integrations and obtain agreement to the Timeline • Provide third-party vendors contact information • Lead the development of the data conversion strategy and test strategy plan • Participate in and provide input to OC&T strategy workshop • Complete data gathering and configuration workbooks and submit to CSLLC's secure transfer site • Review and approve project governance, strategy map, readiness workshop output and change strategy (Plan stage Deliverables) • Participate in executive readout of Strategy stage Deliverables • Jointly 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 support contact • Develop training plan for project resources • Identify key resources to complete Workday training

Stage	CSLLC Services	Client Responsibilities
		• Complete Workday training including workbook, integration, and functional training • Jointly create the executive presentation for project kickoff meeting • Provide plan and policy documents (benefit plans, leave policies, union agreements, etc.) • Work with CSLLC to set up CSLLC's secure transfer site for sharing confidential/private employee data • Provide Implementation tenant for exclusive use on this project • Jointly schedule architect workshops • Sign off on stage
Architect & Configure	• Manage the project plan • Participate in weekly one (1) hour project management meetings • Provide weekly status report • Co-lead monthly steering committee status meetings • Conduct weekly one (1) hour workstream meetings as needed • Develop initial change impact document based on Plan readiness sessions then transition change impact document to Client to own and maintain change impacts in architect and Workday Customer Confirmation Sessions ("CCS") • Conduct iterative Workset design and playback workshops • Develop the CSLLC assigned integration design approach documents; advise Client on development of design approach documents for Client assigned integrations • Provide the data-gathering workbooks for the Configuration tenant • Deliver the initial functional design documentation for sign-off • Assist with questions regarding mapping of data to Workday data model • Build Configuration tenant • Provide exception reports/issues log from tenant build	• Provide input to the project plan • Participate in weekly project and workstream meetings • Co-lead steering committee meetings • Provide project SMEs for architect workshop and CCS • Participate in architect workshop and CCS • Assist in clarifying configuration requirements • Review and approve initial change impact document then own and maintain for duration of project • Conduct integrations architect workshop (design sessions) for Client assigned integrations • Develop Client assigned integration design approach documents • Agree to integration design approach documents (after detailed design review sessions) • Review and sign off on functional design documents • Finalize data conversion strategy and plan • Update data-gathering workbooks for Configuration tenant • Develop extract scripts and provide validated extract data from legacy system(s) into a single set of data into the CSLLC prescribed data conversion

Stage	CSLLC Services	Client Responsibilities
	• Deliver Cynergy tenant validation reports and support validation efforts of Configuration tenant • Provide baseline End-to-End Test templated scenarios to Client for review and use determination • Conduct smoke test for Configuration tenant • Begin functional KT process during Configuration tenant smoke testing • Jointly conduct CCS • Develop CSLLC assigned integrations • Conduct smoke testing of integrations developed by CSLLC • Create integration operations instruction guides for CSLLC assigned integrations • Update functional design documents • Provide smoke test scenarios from architect workshops and advise on Client defined test scenarios • Provide input on test management processes and tools including defect management, status tracking/reporting and daily test status meetings • Review Client defined test scenarios for End-to-End and Production Dress Rehearsal • Design, develop and smoke test CSLLC assigned reports • Transition ownership of final CSLLC maintained design workbooks to Client at the end of the stage • Assist with questions regarding mapping of data to Workday data model • Build End-to-End tenant • Provide exception reports/issues log from End-to-End tenant build • Deliver Cynergy tenant validation reports and support validation efforts of End-to-End tenant • Provide stage sign-off document	templates for load to the Workday platform for the Configuration tenant • Provide Client personal data/personally identifiable information for Configuration tenant and submit to CSLLC's secure transfer site • Validate Configuration tenant build • Review and resolve issues from exception reports • Review existing reports and confirm which Workday reports will meet these needs and identify any necessary custom reports as part of the Architect & Configure stage • Finalize test strategy • Develop catch-up data transaction entry approach • Define and document test plan and test scenarios (End-to-End and Regression) • Jointly conduct CCS • Conduct Workset configuration validation testing • Develop Client assigned integrations • Conduct Unit Testing of configuration • Conduct smoke testing of integrations developed by Client • Create integration operations guides for all Client assigned integrations • Review integration smoke test results and final integration design to provide sign-off of integrations ready for End-to-End Testing • Participate in functional KT during Configuration tenant Unit Testing • Define and implement test management processes and tools including defect management, status tracking/reporting and daily test status meetings • Develop comprehensive cross-functional scenarios from smoke and/or End-to-End Test templated scenarios provided by CSLLC • Review and finalize test scenarios, test scenario assignments and detailed daily test plan • Train and prepare testers for testing

Stage	CSLLC Services	Client Responsibilities
		• Develop material to be presented at the Test stage kickoff meeting • Design, develop and Unit Test Client assigned reports • Sign off on functional design documents • Develop extract scripts and provide validated extract data from legacy system(s) into a single set of data into the CSLLC prescribed data conversion templates for load to the Workday platform for the End-to-End tenant • Provide Client personal data/personally identifiable information for End-to-End tenant and submit to CSLLC's secure transfer site • Validate End-to-End tenant build • Review and resolve issues from exception reports • Sign off on stage
Test	• Manage the project plan • Conduct weekly project meetings and workstream meetings, up to one (1) hour each • Co-lead steering committee meetings • Participate in Test stage kickoff session • Conduct one (1) hour navigation review per workstream, at start of test cycle • Create integrations schedule recurrence tracker • Support integration defect resolution for CSLLC assigned integrations • Provide functioning CSLLC assigned interfaces per the test plan • Prepare and conduct Production Dress Rehearsal – user experience sessions • Prepare and conduct Production Dress Rehearsal – governance & engagement • Prepare and conduct Production Dress Rehearsal – support operations • Coordinate the first Workday product release during the project along with KT for Client to manage subsequent updates • Participate in one (1) thirty (30) minute daily End-to-End or Parallel Test status meeting, limited to one (1) CSLLC functional workstream consultant and one (1) CSLLC integration consultant, if	• Provide input to the project plan • Participate in weekly project meetings and workstream meetings • Co-lead steering committee meetings • Lead Test stage kickoff session • Lead daily End-to-End and Parallel Test meetings • Execute all test scenarios (End-to-End, User Acceptance and Regression) and provide test management (e.g., testing coordination, compiling scenarios, reporting metrics, etc.) • Resolve Client assigned test incidents • Support integration defect resolution for Client assigned integrations • Provide functioning Client assigned interfaces per the test plan • Coordinate, plan and participate in Production Dress Rehearsal – user experience sessions • Coordinate, plan and participate in Production Dress Rehearsal – governance & engagement • Coordinate, plan and participate in Production Dress Rehearsal – support operations

Stage	CSLLC Services	Client Responsibilities
	applicable for workstreams where there is an open issue • Conduct up to five (5) one (1) hour KT meetings, per workstream • Resolve CSLLC assigned test incidents; advise Client in resolution of Client assigned test incidents • Support Client led End-to-End issue resolution up to five (5) hours per week per workstream • Assist with questions regarding mapping of data to Workday data model • Build of Parallel tenant • Provide exception reports/issues log from Parallel tenant build • Deliver Cynergy tenant validation reports and support validation efforts of Parallel tenant • Support execution of two (2) payroll Parallel cycles per Client defined Parallel Test management strategy and success criteria • Provide sample deployment cutover plan, advise Client in developing detailed cutover plan • Provide KT workbook for sign off • Provide stage sign-off document	• Client SMEs to participate in KT meetings • Develop subset or supplemental scenarios for additional testing during Test stage • Update system configuration as required • Update design documentation (as required by internal audit team) • Participate in the first Workday product release during the project; coordinate activities related to subsequent updates • Complete test of extraction and load process for catch-up data transaction entry • Develop extract scripts and provide validated extract data from legacy system(s) into one (1) set of data into the CSLLC prescribed data conversion templates for load to the Workday platform for the Parallel tenant • Provide Client personal data/personally identifiable information for Parallel tenant and submit to CSLLC's secure transfer site • Validate Parallel tenant build • Review and resolve issues from exception reports • Complete catch-up data transaction entry for parallel • Execute two (2) payroll Parallel cycles per Client defined Parallel Test management strategy and success criteria • Manage and sign off on all test results (End-to-End, Parallel and Regression) • Develop deployment cutover plan • Complete and sign off on the KT workbook • Sign off on stage
Deploy	• Manage the project plan • Conduct weekly project meetings and workstream meetings; participate in steering committee meetings • Provide the Workday Go-Live Checklist and Move-to-Production Authorization	• Provide input to the project plan • Participate in weekly project meetings and workstream meetings; conduct steering committee meetings • Manage and execute the deploy cutover plan

Stage	CSLLC Services	Client Responsibilities
	• Schedule and conduct final Workday Delivery Assurance reviews • Update integration schedule and recurrences tracker • Assist with questions regarding mapping of data to Workday data model • Build of Gold/Pre-Production tenant • Provide exception reports/issues log from Gold/Pre-Production tenant build • Deliver Cynergy tenant validation reports and support validation efforts of Gold/Pre-Production tenant • Deliver Cynergy tenant validation reports and support validation efforts of Sandbox 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	• Develop extract scripts and provide validated extract data from legacy system(s) into a single set of data into the CSLLC prescribed data conversion templates for load to the Workday platform for the Gold/Pre-Production tenant • Provide Client personal data/personally identifiable information for Gold/Pre-Production tenant and submit to CSLLC's secure transfer site • Validate Gold/Pre-Production tenant build • Review and resolve issues from exception reports • Provide required sign off for Sandbox configuration migration to Production • Verify migration of Client assigned integrations • Jointly complete the Workday Go-Live announcement • Approve and sign off on the Workday Go-Live Checklist and Move-to-Production Authorization • Create and distribute the Workday Go-Live announcement • Sign off on stage
Post-Production Support	• Provide standby support after the Move-to-Production as defined by the number of weeks in the Timeline outlined in Section 3.3 • Conduct KT sessions for CSLLC developed integrations if required • Conduct payroll support • Conduct support for first financial period close • Provide stage sign-off document	• Implement post Go-Live governance support model including staffing and managing help desk • Complete catch-up data transaction entry • Make any updates to Production, including final load of transactional conversion data • Sign off on stage

OC&T Services – Phase One (1)

	CSLLC Services	Client Responsibilities
Organizational Change Management	• Provide all change management tools and templates • Attend and participate in the project kickoff meeting	• Provide organizational change counterpart to regularly interface with CSLLC's OC&T team

	CSLLC Services	Client Responsibilities
	• Develop preliminary OC&T project plan • Conduct OC&T kickoff and architect workshop(s) • Facilitate weekly workstream meetings for on-going support and guidance on usage of tools and templates, for the duration of the project • Advise on stakeholder identification • Advise on organizational change strategy • Co-develop initial change impact analysis to middle of Architect & Configure stage • Advise on Change Impact Executive Summary • Develop preliminary communications plan to middle of Architect & Configure stage	• Provide input and approval of all facets of the change management strategy and Timeline • Participate in OC&T kick off and architect workshop(s) • Conduct stakeholder and organizational readiness assessments • Identify stakeholders, sponsors and change champions • Provide OC&T resources to attend and engage in functional alignment workshops • Co-develop change impact analysis to middle of Architect & Configure stage; maintain change impact analysis starting at midpoint of Architect & Configure stage • Develop and deliver all end user communications • Maintain communications plan starting at midpoint of Architect & Configure stage • Develop change network strategy and manage change network • Plan, lead, and execute user experience sessions • Provide any necessary translations
End User Training	• Develop Training Needs Analysis and Training Curriculum Plan • Provide access to all job-aids for functional areas in Scope • Develop content and deliver training for up to four (4) instructor-led training courses including power point presentations and practice activities • Customize user guides for Client specific tenant configuration, up to fifty (50) hours..Provide the Word or PDF user guides for modules implemented. • Prepare training tenant for end-user training, up to eighty (80) hours.	• Review and approve the Training Needs Analysis and Training Curriculum Plan • Develop and deliver end user training, beyond CSLLC's effort allowances as defined by the training curriculum plan • Customize job aids, beyond CSLLC's effort allowances • Prepare training tenant beyond CSLLC's effort allowances • Provide input on in-system guidance strategy, including specific policy information • Provide any necessary training translations

	CSLLC Services	Client Responsibilities
	• Configure in-system guidance, up to twenty-five (25) hours	• Coordinate training delivery and deployment to end user populations • Register training participants and track training completion • Assess training effectiveness • Coordinate training remediation

3.0 Project Approach

3.1 Methodology

The implementation will be completed by following CSLLC's Cynergy methodology which consists of the following stages: Plan, Architect & Configure, Test, and Deploy. The specific tasks and durations to complete these tasks will be detailed in the project plan, project charter and Project Schedule/Timeline which are to be developed jointly by the CSLLC EM and the Client Project Manager.

3.1.1 Delivery Model

CSLLC will deliver this implementation using the onshore Global Delivery Center ("GDC") delivery model. CSLLC is providing a project team comprised of Workday certified experts both at onshore and GDC locations that provide the knowledge required to ensure a successful implementation utilizing a combination of Client specific requirements and industry best practice.

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 to guide the team in maintaining Scope and project objectives. The project charter will also define the path of issue escalation.

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 remaining stages of the project.

Change Control Process

Any additional or modified Scope of Services, changes in Assumptions & Dependencies, and/or Timeline 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, and 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 (KT)

Over the course of the project, CSLLC will conduct functional and technical KT through architect workshops, CCS, weekly workstream meetings and during the Test stage. Additional KT will occur during the Post-Production stage as needed. To formalize KT, CSLLC will complete and require sign off by the Client of the KT workbook. CSLLC and Client will utilize the KT workbook to track progress and topics during each stage. If Client requires additional KT, this may result in a Change Order. Process documentation (e.g., operational guides and process flow diagrams) is built into Workday, so is not in Scope for KT, except for the integrations operations guide for CSLLC owned integrations. Operation guides are available in Workday Community.

3.3 Project Schedule

The time required to complete the project (the "Project Schedule" or "Timeline") is based on the contents of this SOW. Unless otherwise mutually agreed upon, Services under this SOW are expected to commence ten (10) business days from the date of execution by the Client and CSLLC. The estimated duration and estimated start date of each project stage is listed below, pending execution of this SOW and availability of Client resources and training. The Client payroll schedule may require an adjustment on the estimated start date for the Deploy and Post-Production stages. If the Client payroll schedule requires an adjustment, the number of weeks defined in the Timeline below will determine the new stage start and end dates for the Deploy and Post-Production stages.

Client resources will attend Workday fundamentals 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 two (2) phase – as presented below. The Timeline for the project is as follows:

Phase One (1):

Project Timeline								
	Strategy	Plan	Architect & Configure	Test	Parallel	Deploy	Post Production	Total Weeks
Weeks	9	7	28	17	6	5	6	76
Start	11/18/2024	1/6/2025	2/24/2025	9/8/2025	1/5/2026	2/16/2026	3/23/2026	
Finish	1/17/2025	2/21/2025	9/5/2025	1/2/2026	2/13/2026	3/20/2026	5/1/2026	

Phase Two (2):

Project Timeline						
	Plan	Architect & Configure	Test	Deploy	Post Production	Total Weeks
Weeks	3	10	8	2	2	25
Start	5/4/2026	5/25/2026	8/3/2026	9/28/2026	10/12/2026	
Finish	5/22/2026	7/31/2026	9/25/2026	10/9/2026	10/23/2026	

Note: The Phase One (1) project runs for seventy-six (76) weeks as the Strategy and Plan stages overlap by two (2) weeks.

Note:

- The above Timeline assumes the following blackout weeks where no activities will be performed by CSLLC, for a total of seven (7) weeks:
  - November 25, 2024 through November 29, 2024 for the Thanksgiving holiday
  - December 23, 2024 through January 3, 2025 for the Christmas and New Years holidays
  - June 30, 2025 through July 4, 2025 for Fourth of July holiday and year end close activities
  - November 25, 2025 through November 28, 2025 for the Thanksgiving holiday
  - December 22, 2025 through January 2, 2025 for the Christmas and New Year holidays
  - Three (3) additional weeks to be defined during Project Planning
- Integrations will be developed and scheduled dependent on the batches defined in the integrations planning sessions and third-party vendor availability.
- Functional architect hours are assumed to be heavier in the Architect & Configure stage and will reduce to high level oversight following CCS.

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 the 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. CSLLC resource availability and overall staffing approach are determined by the jointly created project plan.
e. If CSLLC is able to travel in accordance with its internal policies and procedures, Client will provide the necessary hardware for the deployment, a desk, access to office space, and an internet connection.
f. 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.

g. 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.
h. 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.
i. 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.
j. 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.
k. 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 an increased level of effort and adjustments to the Timeline.
l. Perform all 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. Be solely responsible for testing, 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.
n. 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.
o. After Go-Live, the Client is responsible for any Move-to-Production activities.
p. Adhere to the outlined meeting schedules defined in the Section 2.0 Services and Responsibilities table; any variation could result in an impact to cost and Timeline.
q. Coordinate participation from key stakeholders and project team to attend a single CSLLC led alignment session 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 Timeline.
r. Use CSLLC tools and templates. If the 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.
s. Provide all CSLLC OC&T consultants with implementer access to all Workday tenant environments.

Strategy Assumptions

a. Client executive sponsor(s) will be available to participate in plan/visioning sessions to set goals and objectives, vision, and help guide the governance and decision-making framework for the project.
b. Project does not include any current state process mapping sessions, or any development of process tools and templates (e.g., checklists, job aids, user knowledge articles).
c. Project does not include any human resources program policy reviews or re-writing.
d. Non-Workday technology assumptions –
    - Client will extract and consolidate required documentation from non-Workday human resources systems to CSLLC as required for review and analysis.
    - Issues and progress tracking for technology changes to be made with third-party vendors to be managed and owned by Client.

Payroll Assumptions

a. Client is responsible for providing executive summaries for parallel reporting to the project leadership team. CSLLC will be responsible for providing delivered parallel reports from the CSLLC parallel ImPaCT tool.
b. Processing of payroll occurs from a centralized office for all locations included in the payroll Scope.
c. Gathering of payroll requirements and testing will be owned by a centralized office for all locations included in the payroll Scope.
d. KT will be delivered to a key resource and Client is responsible for training their payroll organization.
e. 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.
f. 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.
h. Payroll commitments, payroll obligations, and position budgets are not included in the Scope of this SOW. Client is responsible for the accuracy of the payroll data provided in the required format. Client is also responsible for reconciling all payroll data to the legacy system.
i. Only employees in Workday will be paid out of Workday payroll. Payments for any 1099-R retirees, spouses and/or dependents will be processed by a third-party payroll provider.
j. Client is responsible for payroll compliance review with internal or external counsel.
k. Delivered Workday Fair Labor Standards Act (“FLSA”) functionality will be used.

Absence Assumptions

a. Pre-configured absence business processes and Workday security will be utilized with limited minor modifications.
b. Regulatory leave types will be implemented using a consolidated approach.
c. Regulatory sick plans will be consolidated at the level utilizing the most generous entitlement for the populations included.
d. Entitlements will not be configured for leaves of absence. These will be implemented utilizing status tracking only.

e. Multiple positions are out-of-Scope.
f. All worker populations will share Paid Time Off (“PTO”) and sick plans.

Time Tracking Assumptions

a. Pre-configured time tracking business processes and Workday security will be utilized with limited minor modifications.
b. Police and Fire Department time entry will be entered and calculated external to Workday and remain in Telestaff and TimeTracker.
c. Time entry against projects is not included.

Scheduling Assumptions

a. Pre-configured scheduling business processes and Workday security will be utilized with limited minor modifications.
b. Workday defined default domain security will be used.

Integration Assumptions

a. Client integration functional owners are available for integration discovery and design sessions throughout the Plan and Architect & Configure stages.
b. Client integration resources are Workday trained before they are assigned integration development access in Implementation tenants.
c. Client/third-party vendor design meetings for all CSLLC owned integrations will not exceed eighty-five (85) hours across all integrations. If more hours are needed, a Change Order may be required to adjust the Timeline and level of effort.
d. CSLLC integration team assistance for integrations assigned to Client will not exceed fifty (50) hours.
e. Requirements and specifications for all in Scope integrations will be available by the end of the Plan stage. If not, a Change Order will be required to adjust the Timeline and level of effort.
f. Client integration workstream meetings will be limited to a maximum of two (2) hours per week for all integration resources.
g. Client SFTP server is accessible to send and receive files from the Workday test and production servers.
h. No integrations that are Go-Live critical are assigned to Client.
i. 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.
j. Requirements and specifications for all in Scope integrations will be available at the start of Plan stage.
k. Integrations (both CSLLC and Client owned) may be separated into batches depending on priority, critical and Project Schedule impacts; the Project Schedule could be adjusted due to delays in requirements or Client accessibility. Batches will have varying timelines to accommodate prioritization and architect workshop schedules to reduce rework. Wherever possible, integrations which directly impact payroll results should be given priority to ensure applicable integrations are ready prior to the start of Parallel Testing.
l. Integrations dependent upon the FDM may follow separate milestones and testing cycles.

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. Multi-Factor Authentication ("MFA") is managed by Client and if Workday MFA setup is required this will result in an increased level of effort.
c. 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.

Data Conversion Assumptions

a. Client's project team will provide a single data file to CSLLC for each template regardless of the number of legacy systems.
b. Client is responsible for data validation and mapping requirements for all data. Client will provide all translation values and mapping to CSLLC within the design configuration workbooks.
c. Client is responsible for updating, testing, and maintaining delivered data extraction scripts/accelerators to accommodate Client's specific configuration or design.
d. 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.

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, User Acceptance Testing, 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. Testing will be completed within the time specified in the Timeline.
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.
g. Two (2) successful payroll Parallel Testing cycles during the Parallel stage are assumed to be in the Scope of this SOW.

h. Client is responsible for providing any executive summaries for Parallel reporting to the project leadership team.

Government Deployment Approach Assumptions

a. Business process configuration is limited to the processes defined in Appendix D.
b. 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 analysis on Client business requirements. If the pre-configured tenant is not appropriate for Client, as determined by Client, additional Services may be required. Client is ultimately responsible for verifying that the pre-configured content is appropriate.
c. Integrations will be designed in accordance with Client's current system requirements and shall not be reformatted unless Workday delivered templates are available for the integration. If Client's current system requirements are no longer supported, the effort will need to be assessed and the Timeline may be impacted.
d. Architect workshops and CCS will each take place over a three (3) week period during the Architect & Configure stage and may require overlap of individual workstreams.

5.0 Term and Termination

a. This SOW shall commence on the Start Date identified above and shall continue through January 30, 2026 (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 Master Service Agreement. Total cost of the engagement is listed in the Milestones and Events table below.
b. The Parties agree that the invoice amount for the fees contemplated herein (excluding out-of-pocket expenses) shall be subject to a ten percent (10%) holdback ("Holdback") for each invoice by Client until timely completion of the Deploy Stage. Upon achievement of the sign-off of the Deploy Stage, Customer shall then pay in full the entire amount of the Holdback withheld from each invoice in accordance with the stated invoicing and payment timeline set forth in the tables below. Should CSLLC not achieve substantial completion of the Deploy Stage in a timely manner, as agreed upon by the Parties herein, Client shall have no obligation to pay CSLLC any portion of the Holdback amount. Disputes regarding invoice amounts should be addressed per the terms of the Agreement. Client shall only be entitled to retain a Holdback amount if and to the extent the inability to achieve substantial completion was caused by CSLLC's acts or omissions and not for any other reason, including but not limited to Customer's failure to complete any Assumptions, Dependencies and Responsibilities set forth in this SOW. If CSLLC's inability is due to any other reason, including without limitation any event beyond CSLLC's control, then Client shall not be entitled to any such Holdback and must promptly pay the Holdback amount to CSLLC upon completion of the Deploy Stage. The Holdover amount is the sole and exclusive financial remedy for Client's loss, damage and expense that Client suffers) as a result of CSLLC not

completing the Deploy Stage by the date specified herein (unless otherwise mutually extended by the Parties).

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

Phase One (1):

Fixed Fee and Invoicing					
Milestone / Event	Invoice Date	Invoice Amount	CSLLC Investment	Total Invoice Amount	Project Holdback
Project Commencement	11/18/2024	$ 711,163	$ (99,600)	$ 611,563	$ 61,156
Strategy Stage: Strategy	1/17/2025	$ 533,372	$ (74,700)	$ 458,672	$ 45,867
Plan Stage: Delivery of Plan Artifacts	2/21/2025	$ 533,372	$ (74,700)	$ 458,672	$ 45,867
Architect & Configure Stage: Delivery of Design Artifacts	6/2/2025	$ 533,372	$ (74,700)	$ 458,672	$ 45,867
Architect & Configure Stage: Delivery of End-to-End Tenant	9/5/2025	$ 355,582	$ (49,800)	$ 305,782	$ 30,578
Test Stage: Completion of End-to-End Test	1/2/2026	$ 355,582	$ (49,800)	$ 305,782	$ 30,578
Test Stage: Completion of Parallel Test	2/13/2026	$ 177,791	$ (24,900)	$ 152,891	$ 15,289
Deploy Stage: Completion of Move-to-Production (Go-Live)	3/20/2026	$ 177,791	$ (24,900)	$ 152,891	$ 15,289
Post-Production support: Completion of Project	5/1/2026	$ 177,791	$ (24,900)	$ 152,891	$ 15,289
Project Total for Phase One (1)		$ 3,555,816	$ (498,000)	$ 3,057,816	$ 305,782
Estimated Expenses				$ 177,791	
Grand Total				$ 3,235,607	

Phase Two (2):

Fixed Fee and Invoicing					
Milestone / Event	Invoice Date	Invoice Amount	CSLLC Investment	Total Invoice Amount	Project Holdback
Project Commencement	5/4/2026	$ 104,217	-$13,680	$ 90,537	$ 9,054
Plan Stage: Delivery of Plan Artifacts	5/22/2026	$ 104,217	-$13,680	$ 90,537	$ 9,054
Architect & Configure Stage: Delivery of Design Artifacts	6/29/2026	$ 78,163	-$10,260	$ 67,903	$ 6,790
Architect & Configure Stage: Delivery of End-to-End Tenant	7/31/2026	$ 78,163	-$10,260	$ 67,903	$ 6,790
Test Stage: Completion of End-to-End Test	9/25/2026	$ 78,163	-$10,260	$ 67,903	$ 6,790
Deploy Stage: Completion of Move-to-Production (Go-Live)	10/9/2026	$ 52,108	-$6,840	$ 45,268	$ 4,527
Post-Production support: Completion of Project	10/23/2026	$ 26,054	-$3,420	$ 22,633	$ 2,263
Project Total for All Phases		$ 521,085	-$68,400	$ 452,684	$ 45,268
Estimated Expenses				$ 26,054	
Grand Total				$ 478,738	

*Phase Two (2) is comprised of Workday modules that the Client is still considering including in implementation. Should they decide not to implement them, a Change Order will be created to remove them from scope.

Grand Total

Pricing Summary	Total Cost
Phase One (1)	$3,555,816
Phase Two (2)	$521,084
Total Without Expenses	**$ 4,076,900**
CSLLC Investment	-$566,400
Total	**$ 3,510,500**
Estimated Expenses	$203,845
Grand Total	**$ 3,714,345**

d. Workday Delivery Assurance and Workday specific training services and fees will be covered under a separate agreement between Client and Workday.
e. Invoices will be emailed to the following address(es): accounts.payable@CoronaCA.gov Any other mailed correspondence will be delivered as follows below:

City of Corona, California
400 South Vincentia Avenue
Corona, CA 92882

f. 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:

Project Role	Rate
Portfolio Director	$320
Engagement Director	$320
Functional Architect	$284
Strategy Consultant	$312
Engagement Manager	$264
Senior Principal Consultant	$232
Principal	$204
Consultant	$168
Associate	$152
Integrations (Offshore)	$108

g. 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.
h. [CLIENT TO INSERT PO NUMBER ("PO#") HERE, – The City will issue a PO # once the MSA and SOW are approved. Client will send a copy of the PO# to accounts-receivable@collaborativesolutions.com.

Milestone/Event Definitions

Project Commencement – This Milestone is achieved upon the Start Date of the project as defined in the Project Schedule.

Strategy Stage: Strategy – This Milestone is achieved after the following is complete:

a. Delivery of executive readout

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

a. Project charter
b. Draft Project Schedule and plan
c. Kickoff deck agenda and presentation draft
d. Schedule for architect workshops

Architect & Configure Stage: Delivery of Design Artifacts – This Milestone is achieved after the following is complete:

a. Architect sessions, as defined in Scope, have been conducted
b. Updated functional design documentation provided to Client

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

a. End-to-End tenant build for use in End-to-End Testing

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

a. Execution of test scenarios or timeframe for End-to-End Testing has lapsed
b. Any issues reasonably identified as preventing progress to Parallel Testing have been addressed or mitigated. Start of any Services or Responsibilities in the Deploy stage will be deemed as completion of this Milestone.

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

a. Timeframe for Parallel testing has lapsed
b. Any issues reasonably identified as preventing progress to Production have been addressed or mitigated. Start of any Services in the Deploy stage will be deemed as completion of this Milestone.

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

a. Production Workday system is available to any Client employees.

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.

CSLLC will present the applicable Deliverables to Client and Client will have five (5) business days to provide a specific list of reasonable issues to be remedied. CSLLC will address issues and resubmit the deficient Deliverables. After five (5) business days, should Client not provide a list of issues, the Deliverables will be deemed complete. Use of the Deliverables by Client will deem the Deliverables as completed.

7.0 Expenses

Client will reimburse CSLLC for its reasonable out-of-pocket travel expenses incurred in connection with the provision of the Services in accordance with CSLLC's Travel and Expense Policy, which shall be made available to Client upon request. This will include CSLLC's management personnel for purposes of project oversight. Specific travel recommendations will be planned and discussed between the CSLLC EM and the Client Project Manager. Such agreed to travel recommendations shall not require additional Client pre-approval. All fees or penalties incurred due to cancellations or changes of travel at Client's request shall be invoiced to Client. The Expense Estimate provided in Section 6.0 is a budgetary estimate only.

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 Corona, California**
Susan Guerra Susan Guerra (Oct 30, 2024 11:22 PDT)	
Authorized Signature	Authorized Signature
Susan Guerra	
Name	Name
Workday Global Practice Leader	
Job Title	Job Title
Oct 30, 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
Steering Committee, **Senior Design Reviewers, Key Stakeholders, Executive Sponsor**	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 • Work with CSLLC consultants to help map and load data into Workday • 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

Client Team Member	Description of Role
	• Participate in KT
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 section of this SOW • Develop custom reports • Manage Client communications • Participate in KT • 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 and 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), Production Dress Rehearsal, 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 and is the primary counterpart to the CSLLC Organizational Change Lead (if CSLLC OC&T is in Scope) and is responsible for providing primary insight into the 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.

Client Team Member	Description of Role
Training Lead	The Client Training Lead is focused on planning and executing the end user training activities and is the primary counterpart to the CSLLC Training Lead (if CSLLC OC&T Services are in Scope) and is responsible for providing primary insight into the 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

If Workday is contracted by the Client, Workday, under a separate contract, will provide Delivery Assurance services. Workday core responsibilities include:

Workday Team Member	Description of Role
Delivery Assurance Group	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. *Note: Delivery Assurance will be a separate agreement to be contracted directly with Workday.*

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.

Phase One (1):

ID#	Integration Name	Third-Party Vendor	Functional Area	Integration Data Type	Tool	Owner	Cloud Connector Name	Notes
INT001	Basic SSO/SAML Setup	Azure	Security	Basic SSO SAML Setup Outbound Custom	Setup	CSLLC		
INT002	Active Directory Outbound	Azure	HCM	Active Directory Outbound Cloud Connect	CC	CSLLC		
INT003	Active Directory Inbound	Azure	HCM	Active Directory Inbound Custom	Studio	CSLLC		
INT004	E-Verify	E-Verify	HCM	eVerify Outbound Cloud Connect	CC	CSLLC	E-Verify Employment Verification	
INT005	Medical/Rx Outbound	CalPERS	Benefits	Medical Or Dental Or Vision Or Rx Outbound Custom	EIB/DTS	CSLLC	Cloud Connect for Benefits: ANSI X12 834 V2	
INT006	Dental Outbound	Delta Dental	Benefits	Medical Or Dental Or Vision Or Rx Outbound Cloud Connect	CC	CSLLC	Cloud Connect for Benefits: ANSI X12 834 V2	
INT007	Vision Outbound	EyeMed	Benefits	Medical Or Dental Or Vision Or Rx Outbound Cloud Connect	CC	CSLLC	Cloud Connect for Benefits: ANSI X12 834 V2	

INT008	Life & AD&D Insurance Outbound	Colonial Life Insurance	Benefits	Life Or ADandD Outbound Custom	EIB/DTS	CSLLC		
INT009	STD & LTD Insurance Outbound	The Standard	Benefits	STD Or LTD Outbound Cloud Connect	CC	CSLLC	Cloud Connect for Benefits: ANSI X12 834 V2	
INT010	Police LTD Insurance Outbound	California Law Enforcement Association (CLEA)	Benefits	STD Or LTD Outbound Custom	EIB/DTS	Client		Assumes these are typically straightforw ard
INT011	HRA/FSA Eligibility Outbound	AmeriFlex	Benefits	FSA Or HRA Or Transit Or Parking Outbound Custom	EIB/DTS	Client		Assumes these are typically straightforw ard
INT012	HRA/FSA Contributions Outbound	AmeriFlex	Payroll	Deductions Outbound Custom	EIB/DTS	Client		Assumes these are typically straightforw ard
INT013	Employee Assistance Program (EAP) Outbound	Health Advocate	Benefits	Demographic Outbound Custom	EIB/DTS	Client		Assumes these are typically straightforw ard
INT014	ACA Outbound	ACA	Benefits	ACA Outbound Cloud Connect	CC	CSLLC	ACA Information Returns 2022	
INT015	Retirement Savings Demographic Outbound	CalPERS	Benefits	Retirement Savings Financials Outbound Custom	EIB/DTS	CSLLC		
INT016	Retirement Savings Contributions Outbound	CalPERS	Payroll	Retirement Savings Financials Outbound Custom	EIB/DTS	CSLLC		
INT017	457 & Part Time Seasonal Temporary (“PST”)	Nationwide	Benefits	Retirement Savings Financials Outbound Custom	EIB/DTS	Client		

	Retirement Health Savings Plans Outbound							
INT018	Payroll ACH Outbound	Bank of America	Payroll	ACH NACHA Payment Outbound Cloud Connect	CC	CSLLC	WPN - ISO20022 V2	
INT019	Payroll Positive Pay without Voids Outbound	Bank of America	Payroll	Positive Pay without Voids Outbound Custom	EIB/DTS	CSLLC		
INT020	Payroll Check Layout	Workday	BIRT	Payroll Check Custom Check Layout_Low	BIRT	CSLLC		
INT021	Financials (AP) Check Layout	Workday	BIRT	Financials Custom Check Layout_Low	BIRT	CSLLC		
INT022	Financials Positive Pay without Voids Outbound	Bank of America	Financials	Positive Pay without Voids Outbound Custom	EIB/DTS	CSLLC		
INT023	Financials ACH Outbound	Bank of America	Financials	ACH NACHA Payment Outbound Cloud Connect	CC	CSLLC	WPN - ISO20022 V2	
INT024	Bank Statement Inbound	Bank of America	Financials	Bank Statement Inbound Cloud Connect	CC	CSLLC	Import BAI2 Bank Statement	
INT025	1099 Filing Outbound	IRS	Financials	Electronic Filing 1099 Outbound Cloud Connect	CC	CSLLC	Electronic 1099 Filing	
INT026	Procurement Cards Inbound	Bank of America Works	Financials	Credit Cards Masked Inbound Cloud Connect	CC	CSLLC	Import Credit Card Transaction File (AMEX GL 1025 Masked)	
INT027	Purchase Order Layout	Workday	BIRT	Purchase Order Custom Layout_Low	BIRT	CSLLC		
INT028	Customer Invoice Layout	Workday	BIRT	Customer Invoice Custom Layout_Low	BIRT	CSLLC		
INT029	Customer Statement Layout	Workday	BIRT	Customer Statement Custom Layout_Low	BIRT	CSLLC		
INT030	Adobe	Adobe	Security	Adobe eSign Cloud Connect	CC	CSLLC	N/A	

INT031	Enterprise Content Management System Bi-Directional	Laserfiche	HCM	Worker Documents Outbound Custom	EIB/DTS	Client		
INT032	Docusign	Docusign	Security	DocuSign Cloud Connect	CC	CSLLC	N/A	
INT033	Help Desk Ticketing/Purchasing System Bi-Directional	Jira	HCM	Other Bi-Directional Custom	Studio	CSLLC		
INT034	ClearGov Budget Document Software Bi-Directional	ClearGov	Financials	Other Bidirectional Custom	Studio	CSLLC		
INT035	TRAKit Land Management System Outbound	TRAKit	Financials	Other Outbound Custom	EIB/DTS	Client		
INT036	NexGen Enterprise Asset management (“EAM”) software Bi-Directional	NexGen EAM	Financials	Other Bidirectional Custom	Studio	CSLLC		
INT037	Telestaff Demographic Outbound	Telestaff	HCM	Demographic Outbound Custom	EIB/DTS	Client		
INT038	Telestaff Time tracking Inbound	Telestaff	Payroll	Time Tracking Inbound Custom	Studio	CSLLC		
INT039	Key Card Access System Outbound	Genetech	HCM	Demographic Outbound Custom	EIB/DTS	Client		
INT040	Hireview Online Interviews Bi-directional	Hireview	Recruiting	Other Bidirectional Custom	Studio	CSLLC		
INT041	Payments/Cashiering Inbound Template	CivicRec/E-Net/Cash Central/Data Ticket/Wittman/Chameleon/Cardknox/Alarm Web App	Financials	Adhoc Payments Inbound Custom	Studio	CSLLC		Assumes one (1) standard format for all Payments Inbound
INT042	Utility Billing Inbound	Infinity CIS	Financials	Accounting Journals Inbound Custom	Studio	CSLLC		
INT043	Asset Works Asset Management Inbound	Asset Works	Financials	Business Assets Inbound Custom	Studio	CSLLC		
INT044	Asset Works Asset Management Outbound	Asset Works	Financials	Business Assets Outbound Custom	EIB/DTS	Client		

INT037	State Disbursement Unit Outbound	SDU	HCM	Demographic Outbound Custom	EIB/DTS	Client		
INT051	Strategic Sourcing Supplier Synchronization	Workday	Financials	Suppliers Inbound Cloud Connect (Supplier Onboarding Scout)	CC	CSLLC	Workday Connector	
INT052	Strategic Sourcing Contracts Connector	Workday	Financials	Other Outbound Cloud Connect	CC	CSLLC	Workday Connector	
INT053	Strategic Sourcing Award to Requisition Connector	Workday	Financials	Other Outbound Cloud Connect	CC	CSLLC	Workday Connector	
INT054	Qualtrics Offboarding Survey	Qualtrics	HCM	Demographic Outbound Custom	EIB/DTS	CSLLC		
INT045	Applicant Tracking & Recruiting Inbound	Neogov	Recruiting	ATS Hires and Job Changes Inbound Custom	Studio	CSLLC		
INT046	Applicant Tracking & Recruiting Outbound	Neogov	Recruiting	ATS Requisitions Outbound Custom	EIB/DTS	CSLLC		
INT047	Questica - Budget Entry and Projections Software Outbound	Questica	Financials	Budgets Outbound Custom	EIB/DTS	CSLLC		
INT048	Questica - Budget Entry and Projections Software Inbound	Questica	Financials	Budgets Inbound Custom	Studio	CSLLC		
INT049	Vector Learning Inbound	Vector	HCM	Training Or Learning Inbound Custom	Studio	CSLLC		

Phase Two (2):

ID#	Integration Name	Third-Party Vendor	Functional Area	Integration Data Type	Tool	Owner	Cloud Connector Name	Notes
INT001	Background Check Outbound	E-Soph	Recruiting	Employment Screening Outbound Custom	EIB/DTS	Client		
INT002	Background Check Inbound	E-Soph	Recruiting	Employment Screening Inbound Custom	Studio	CSLLC		
INT003	Hireview Online Interviews Bi-directional	Hireview	Recruiting	Other Bidirectional Custom	Studio	CSLLC		
INT004	Live Scan Fingerprinting Inbound	Live Scan	Recruiting	Employment Screening Inbound Custom	Studio	CSLLC		
INT005	Motor Vehicle Pull Notices Bi-Directional	DMV	Recruiting	Other Bidirectional Custom	Studio	CSLLC		

Integration Tool Key:

- BIRT = Business Intelligence Reporting Tools
- CC = Cloud Connect
- EIB/DTS = Enterprise Interface Builder/Document Transformation Service
- Setup = Web Services or Integration system user setup
- Studio = Workday Studio
- Support = Hours allocated for assistance at the direction of Client

The interfaces/integrations required for this project include:

- **Cloud Connect –** 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 configuring and testing 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 following report configuration is in Scope. Any hours identified for custom reporting support is inclusive of design discussions, requirements gathering and KT.

HCM Reporting

Report Name / Configuration	Area	Description
Organization Footprint	HCM – Distribution Trends and Analysis	Modified version of the Global Footprint standard report to provide headcount by location or hierarchy and job family group
Growth Rate by Job Family Group	HCM – Distribution Trends and Analysis	Standard report to provide headcount growth by job family group by month configured for custom dashboard
Headcount and Average YOS by Age Range	HCM – Distribution Trends and Analysis	Standard report to provide headcount and average years of service by age band and configured for custom dashboard
Headcount by Management Level	HCM – Distribution Trends and Analysis	Standard report to provide headcount by management level and configured for custom dashboard
Headcount Growth Analysis	HCM – Distribution Trends and Analysis	Modified version of the Headcount Growth Analysis standard report to provide headcount by month
Workforce Tenure – Monthly Trend	HCM – Distribution Trends and Analysis	Modified version of the Workforce Tenure – Yearly Trend standard report to provide headcount by tenure groups and month
Employee Population Trend by Gender	HCM – Diversity	Modified version of the Employee Population Trend by Gender standard report to provide headcount by gender and month
Ethnicity / Management Level Analysis	HCM – Diversity	Standard report to provide headcount by management level and ethnicity and configured for custom dashboard
Male / Female Distribution	HCM – Diversity	Standard report to provide headcount by gender and configured for custom dashboard
Male / Female Workforce Job Family	HCM – Diversity	Modified version of the male / female Workforce majority by country standard report to provide headcount by gender and job family
Manager Composition by Ethnicity and Years of Experience	HCM – Diversity	Standard report to provide manager headcount, distribution, compa-ratio, and years in position by tenure ethnicity and configured for custom dashboard
People Manager Proportions	HCM – Diversity	Standard report to provide manager headcount by gender and configured for custom dashboard
Hires by Age Group	HCM – Headcount Movement	Standard report to provide hires count by age group and configured for custom dashboard
Promotion Rate	HCM – Headcount Movement	Standard report to provide promotion rate by quarter and configured for custom dashboard

Report Name / Configuration	Area	Description
Voluntary Terminations by Management Level	HCM – Headcount Movement	Standard report to provide voluntary termination counts by management level and configured for custom dashboard
Quarterly Turnover Rates	HCM – Headcount Movement	Standard report to provide voluntary, involuntary, and total turnover rates by quarter and configured for custom dashboard
Quarterly Turnover Rates by Organization	HCM – Headcount Movement	Standard report to provide voluntary, involuntary, and total turnover rates by supervisory organization and configured for custom dashboard
Employee Movement	HCM – Headcount Movement	Standard report to provide hires, transfers, and terminations and configured for custom dashboard
Worker Proportion Trends	HCM – Structured Dynamics	Modified version of the Worker Proportion Trends standard report to provide headcount of managers and employees by month
Manager Headcount by Management Level	HCM – Structured Dynamics	Modified version of the Manager Headcount by Management Level standard report to provide headcount by management level and month
Span of Control by Job Family Group	HCM – Structured Dynamics	Standard report to provide management ratios by job family and configured for custom dashboard
Span of Control by Range of Direct Reports	HCM – Structured Dynamics	Standard report to provide manager span of control and configured for custom dashboard
Span of Control by Month	HCM – Structured Dynamics	Modified version of the Span of Control by Year standard report to provide manager span of control by month
Span of Control – Manager Outliers	HCM – Structured Dynamics	Standard report to provide direct report counts and configured for custom dashboard
Workforce Analysis Dashboard	Custom Dashboard	Configuration of a single custom dashboard to accommodate the reports listed above
Age Band Definitions	Configuration	Configuration of age bands to provide grouping for worker reports - Under and including age: Twenty (20) - Age incremented by: Ten (10) - Over and including age: Sixty (60)
Trended Worker	Configuration	Configuration of trended worker settings and data generation

Financial Reporting

Report Name	Area	Description
Data Audit - Funds	Financial Accounting	Listing of the funds in the tenant and the hierarchy structure for those funds.
Data Audit - Cost Centers	Financial Accounting	Listing of the cost centers in the tenant as well as the cost center manager assignments, hierarchy structure and related worktags established for those cost centers.
Data Audit - Programs	Financial Accounting	Listing of the programs in the tenant and the hierarchy structure for those programs.
Data Audit - Locations	Financial Accounting	Listing of all locations showing usage, type, hierarchy structure and address information.
Data Audit - Grants	Financial Accounting	Listing of all grants in the tenant as well as the grant manager assignments, hierarchy structure and related worktags established for those grants.
Data Audit - Revenue Categories	Financial Accounting	Listing of all the revenue categories in the tenant as well the hierarchy structure.
Data Audit - Spend Categories	Financial Accounting	Listing of all the spend categories in the tenant as well as their usages and hierarchy structure.
Find Projects	Projects	A custom copy of the Find Projects report that has additional data about the projects.
Find Journal Lines with Worktag Details	Financial Accounting	A copy of the delivered Find Journal Lines report with the worktags broken out into their own columns for easier viewing and reporting.
View Plan Lines	Budget	Report showing all budget lines entered with details about the plan, entry type, status and all worktag detail.
Balance Sheet by Fund	Financial Accounting	Custom balance sheet report displaying ledger account balances by fund.
Income Statement by Fund	Financial Accounting	Custom income statement displaying revenue and spend amounts by fund for the report period, current YTD, and prior YTD.
Financial Budget vs Actuals by Fund	Budget/Financial Accounting	This report is designed to show the overall financial budgets by fund and is intended to be used by the central Budget staff for an overall picture to determine where they need to pay attention or drill into the details using other reports.
Budget vs Actuals by Cost Center	Budget/Financial Accounting	This report is designed to show the overall budget of a fund by cost centers and is intended to be used primarily by the central Budget staff to look at the top cost center hierarchy and get an overall picture to determine where they need to pay attention or drill into the details using other reports.

Report Name	Area	Description
Budget vs Actuals for Cost Center	Budget/Financial Accounting	This report is designed to show the detailed budget vs actuals for one cost center or a cost center hierarchy. If the user is looking for the details for just one cost center, he/she can choose to repeat the columns by either Fund or Program and can then use the other parameters to limit the view further as appropriate. If the user would like to see the data for a cost center hierarchy, he/she can choose to repeat by Cost Center and can then use the other parameters to limit the view to particular funds, programs or other worktags as appropriate.
Budget vs Actuals for Program	Budget/Financial Accounting	This report is designed to show the detailed budget vs actuals for one program or a program hierarchy. If the user is looking at the details for one program, he/she can choose to repeat the columns by either Fund or Cost Center and can then use the other parameters to limit the view further as appropriate. If the user would like to see the data for a program hierarchy, he/she can choose to repeat by Program and can then use the other parameters to limit the view to particular funds or cost centers as appropriate.
Budget vs Actuals by Project	Projects/Budget/Financial Accounting	This report is designed to show a life to date overview of the budget and actuals for all projects within a hierarchy and is used primarily by users who are managing multiple projects within a project hierarchy or by the central Budget/Finance team to get an overview of all projects. From here, users can determine where they need to pay attention or drill into the details using other reports.
Budget vs Actuals for Project	Projects/Budget/Financial Accounting	This report is designed to show the detailed life to date budget vs actuals for one project at a time.
Budget vs Actuals by Award	Grants/Budget/Financial Accounting	This report is designed to show a life to date overview of award budgets and is used primarily by the central Budget and Finance staff to look at the top grant hierarchy and get an overall picture of the award budgets. From here, users can determine where they need to pay attention or drill into the details using other reports.
Budget vs Actuals by Grant	Grants/Budget/Financial Accounting	This report is designed to show the detailed life to date budget vs actuals for one grant.

Report Name	Area	Description
Find Assets	Assets	Custom copy of the delivered Find Assets report that adds in relevant fields and reorders columns to be more practical.
Time Off Liability with Worktags	Financial Accounting	Custom version of the Time Off Liability report that includes worktag detail for cost center, fund, etc.
Payroll Accounting Details	Financial Accounting	A report that returns payroll GL entries by worker with worktag details.
Project Remaining Budget for Rollover	Budget	Report for budget team to use when evaluating project budgets at the end of a fiscal year and determining the amount of budget to be rolled to the next fiscal year.
Trial Balance with Worktags	Financial Accounting	Custom trial balance report used for exporting trial balance data to auditors or other programs.
Cash Balance by Fund	Financial Accounting	A report detailing Client's reportable cash balance by fund.
Payroll Deductions	Financial Accounting	A report detailing the payroll liability amounts withheld from each payroll.
Depreciation Expense by Function	Assets/Financial Accounting	Depreciation expense detailed by function for annual reporting purposes.
Statement of Net Position	Financial Accounting	Government-wide statement for annual financial report.
Statement of Activities	Financial Accounting	Government-wide statement for annual financial report.
Schedule of Expenditures of Federal Awards	Grants/Financial Accounting	Designed to report award expenditures for annual financials.
Up to three (3) formatted fund financial statements for annual report	Financial Accounting	Fund financial statements for annual financial report.

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:	
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			

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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 project progresses, there will be a review of the overall Scope after alignment sessions. If the intended Scope is outside of this SOW, a Change Order will be required which may affect overall cost (level of effort) and the Timeline.

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:

- **Business Processes**: Up to one (1) rule-based business processes per process with no more than twenty (20) steps per business process. Unused steps within a process will not apply to alternate business processes. Includes up to two (2) consolidated templates for applicable processes. Additional business process Scope is limited to what is defined in this Appendix.
- **Notifications**: Up to five (5) notifications per business process. Unused notifications within a process will not apply to alternate business processes.
- **Security**: Workday delivered security groups will be used. Inactivated or unused security groups and implementers will remain on domain security policy definitions to allow for ease of implementing other functionality in the future. Inactivated or unused security groups and implementers will be removed from the business process security policy definitions to match design requirements identified.
- **Custom Objects**: Up to two (2) custom object per functional area in Scope with no more than five (5) custom field(s) per object. If custom lists are required, up to ten (10) items per list. Unused custom object(s) may not be applied to other areas.
- **Guided Tours**: Guided Tours are out-of-Scope unless OC&T is in Scope and guided tours are explicitly identified in the OC&T Scope.
- **Tenant Branding**: Workday delivered tenant branding is in Scope. Any changes to images uploaded will be completed by Client through KT.
- **Dashboards**: Workday delivered dashboards for the functional Scope below will be configured with Workday delivered reports unless custom reports are included in Scope in Appendix B.
- **Translations**: Translations conversion is not in Scope.
- **Scheduled Reports & Alerts**: Scheduled reports, task alerts, and business process alerts are not in Scope. General report-based alerts are defined within the Scope in Appendix B.
- **Setup Values:** Current values, including organizations. No historical loads unless needed to support the data conversion Scope described in Appendix E.
- **Documents:** Documents are assumed to be attachments only. Generated documents and/or documents enabled for Adobe e-sign or DocuSign are assumed out-of-Scope. Templates do not include logos or any specialized formatting unless identified as a BIRT layout in the reporting Scope.
- **Request Framework:** Request framework is assumed out-of-Scope unless identified below.

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
HCM: Core	Organization hierarchy structure per organization type (supervisory, company, cost center, custom, and location hierarchy) (not including organization studio)	Y	Up to two (2)
	Physical location(s) where workers perform job functions (not including workspaces)	Y	
	Matrix Organization Tracking	N	
	Job Catalog with position-related attributes such as management hierarchy (not including skills and experience)	Y	
	Staffing Model used to manage headcount	Y	One (1)
	Worker Profile for detailed worker information tracking (not including Purging)	Y	
	Worker Document(s)	Y	Up to ten (10) (up to five (5) document security segments with associated segment-based security groups)
	Regulatory Reporting: Workday delivered Compliance Reports	Y	
	Employee Contract(s)	N	
	Probation Period Tracking	Y	Up to four (4) probation period defaulting rule(s)
	Notice Period Tracking	N	
	Contingent Worker Tracking	Y	
	Retiree Functionality	Y	
	Union(s)	Y	Up to ten (10)
	Collective bargaining agreement(s)	Y	Up to ten (10)
	Additional (Multiple) Jobs	Y	
	Position Budgeting	N	
	Onboarding	Y	
	• Onboarding Setup Template(s)		Up to three (3)
	• Additional Worker Documents		Up to twenty (20)
	• Bulletin Worklets		Up to three (3)

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Form I-9 Tracking	Y	
	Basic HCM Asset Tracking	N	
	Reference Letter Template(s)	N	
	Safety Incident Tracking	N	
	Committees Tracking (not including meeting agendas, voting and external committee membership tracking)	N	
	Custom Security Groups	Y	Up to two (2) (up to one (1) intersection security group)
	Modifiable Business Processes	Y	1. Hire Employees 2. Contract Contingent Worker 3. Onboarding 4. Onboarding Setup 5. Change Job 6. End Contingent Worker Contract 7. Create Position 8. Terminate Employee 9. Request Compensation Change 10. Up to three (3) additional configurable business processes
Compensation: Core	Compensation packages	Y	Up to one (1)
	Compensation grades tied to job profiles	Y	Up to twenty (20) Compensation Grades and Grade Profiles Combined
	Compensation grade steps	Y	Up to fifty (50) (up to five (5) progression rule(s) total
	Compensation Plans (not including Calculated Plans, Reimbursable Allowance Plan functionality, Deferred Compensation or Compensation: Processing functionality unless otherwise called out in Scope)	Y	Up to twelve (12) compensation plans total
	One-Time Payment Plans	Y	Up to ten (10)
	Severance Packages	N	
	Custom Total Rewards Template(s)	N	

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Wage Theft Prevention Template(s) [New York, California, Washington DC, Minnesota Only]	N	
	Compensation Survey Management Survey(s)	N	
	Custom Security Groups	N	
Benefits	Benefit plans	Y	Up to seventy (70) (up to one (1) benefit rate type each)
	Benefit credit(s) and/or surcharge(s)	N	
	Benefit group(s)	Y	Up to four (4)
	Benefit Job(s)	Y	
	Dependents and beneficiaries tracking	Y	
	Benefit Enrollment Event(s) (including Passive Events)	Y	Up to sixteen (16) Benefit Events (Plus Conversion Events)
	Open Enrollment enablement for current cycle, referencing existing or in Scope plans	Y	
	Enrollment Event Rule(s)	Y	Up to one (1)
	Evidence of Insurability (EOI) management (not including automation from third-party vendor)	Y	
	Workday delivered COBRA Eligibility Processing to third-party administrator	Y	
	Affordable Care Act (ACA) Measurement Period Tracking	Y	
	1094/1095-C Reporting	Y	
	Medicare Tracking	Y	
	Dependent verification functionality through use of custom IDs	N	
	Custom Security Groups	Y	Up to one (1) (up to one (1) intersection security group)

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Modifiable Business Processes	Y	1. Change Benefits for Life Events Review Process 2. Dependent Event 3. Change Benefits 4. Passive Even 5. Up to one (1) additional configurable business processes
Talent & Performance Management	Worker Profile and Skills *(not including qualification equivalence rules)*	Y	
	Workday Skills Cloud	Y	
	Talent Marketplace	N	
	Competencies: • Proficiency scales • Rating scale(s) for competencies	Y Y Y	Up to ten (10) One (1) One (1)
	Career Development Tracking	Y	
	Mentoring Relationships Tracking	N	
	Check-Ins	N	
	Talent review template(s)	Y	One (1)
	Nine-Box (9-Box) Talent Calibration Program(s)	N	
	Succession Planning for Positions & Pools	N	
	Potential, readiness, retention, and loss impact tracking	N	
	Custom talent card layout(s)	N	
	Feedback Enablement Template(s)	N	
	Organization and personal goals management	Y	Up to one (1) rating scale & one (1) completion scale
	Performance Review Template(s)	Y	Up to two (2) (up to one (1) rating scale)
	Performance Review Calibration (Ratings Normalization) Program(s)	N	
	Development Plan Template(s)	N	
	Performance Improvement Plan Template(s)	N	
	Disciplinary Action Template(s)	Y	One (1)

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Custom Security Groups	Y	One (1) (can be an intersection security group)
	Modifiable Business Processes	Y	1. Manage Education 2. Start Performance Review 3. Complete Manager Evaluation for Performance Review 4. Manage Goals 5. Mange Job History 6. Complete Self Evaluation for Performance Review 7. Set Review Content for Performance Review 8. Mange Competencies 9. Up to two (2) additional configurable business processes
Recruiting	Job Requisitions	Y	
	Evergreen (Pipeline) Job Requisitions	Y	
	Confidential Job Requisitions	N	
	Internal career site(s)	Y	One (1)
	External career site(s)	Y	One (1)
	Job posting template(s)	Y	Up to two (2)
	Referral program(s) (leveraging in Scope one-time payment plan(s))	N	
	Application Questionnaires	Y	Up to two (2) Internal and up to two (2) External Questionnaires with up to twenty-five (25) Questions total
	Background check package(s)	Y	Up to five (5)
	Non-Integrated Assessment Test(s)	N	
	Candidate self-scheduling enablement *(not including calendar set-up)*	Y	
	Outlook Office 365 or Google Calendar Scheduling Integration	Y	
	Masked Candidate Screening	Y	Up to two (2) segment(s) and associated segmented security group(s)

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Candidate Engagement	N	
	Messaging	N	
	Offer letter template(s)	Y	One (1) (up to four (4) conditional text blocks per letter)
	Employment Agreements	Y	Up to two (2) (up to four (4) conditional text blocks per letter)
	Recruiting Agencies	N	
	Additional Custom Notifications	Y	Up to five (5)
	Additional (Non-Application) Questionnaires	Y	Up to two (2)
	Candidate Document templates	Y	Up to two (2)
	Custom Security Groups	Y	Up to two (2) (up to one (1) intersection security group)
	Modifiable Business Processes	Y	1. Job Application (up to one (1) Dynamic Workflow) – maximum of one (1) label override per stage 2. Job Requisition 3. Offer 4. Up to one (1) additional configurable business processes
Learning Management	Extended Enterprise Enablement	N	
	Standalone Lesson Enablement	Y	
	Course Enablement	Y	Up to four (4) total equivalency rules, up to two (2) total expiration rules, up to two (2) content highlight rules
	Course/program costing/pricing	N	
	Media Interaction(s)	Y	Up to two (2)
	Course Offering Enablement	Y	
	Programs Enablement	Y	
	Campaigns Enablement	Y	Up to two (2) audiences with up to four (4) condition rules each
	Workday Content Cloud Configuration	N	
	Learning Security Segment(s) with associated segment-based security group(s)	Y	Up to five (5)

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Custom Security Groups	Y	Up to two (2) (up to one (1) intersection security group)
	Modifiable Business Processes	Y	1. Enroll In Content 2. Drop Learning Enrollment 3. Manage Course 4. Up to one (1) additional configurable business processes
Absence Management	Absence Countries		One (1)
	Accruals	Y	Up to ten (10)
	Time Off's	Y	Up to eighteen (18)
	Purchase or Sale of Time off (PTO, Annual Leave, Vacation?)	Y	
	Holiday Calendars	Y	Up to two (2)
	Leave Types with an entitlement	N	
	Leave of Absence Validations	Y	Up to five (5)
	Leave Types without an entitlement	Y	Up to twelve (12)
	Self-Administration of leave of absence	Y	
	Work schedule calendars with eligibility rules	Y	Up to one (1)
	Work schedule calendars without eligibility rules	Y	Up to ten (10)
	Leave segment security groups	Y	Up to three (3)
	Modifiable business processes	Y	Request Time Off Correct Time Off Request Leave of Absence Request Return from Leave of Absence e. Up to four (4) total process steps f. Up to four (4) notifications Absence Calendar No steps or notifications
Time Tracking	Time Tracking Countries	Y	One (1)

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Time entry codes	Y	Up to ten (10)
	Time calculations	Y	Up to ten (10)
	Time entry validations	Y	Up to five (5)
	Time tracking templates	Y	Up to six (6)
	Configurable alerts, including reports required to build necessary alerts	Y	Up to three (3)
	Time Tracking aligned Period schedules	Y	Up to two (2)
	Custom Security Groups	Y	Up to two (2) Intersection security groups to support employee and manager self-service
	Modifiable business processes	Y	Enter Time 1. Up to four (4) total process steps 2. Up to four (4) notifications Reported Time Batch Event 1. Up to one (1) total process step Up to two (2) notifications
Scheduling	Time Zones	Y	One (1)
	Multiple positions	Y	Availability will be entered by workers after Go Live as part of an Employee Self Service (ESS) familiarization exercise. Worker preferences and overrides will be loaded for employees with multiple jobs/positions
	Organizations – re-organization of the supervisory organization structure and/or custom organization structure	N	
	Eligibility schedule tag types	Y	Up to Two (2)
	High Level Scheduling Organizations (HLSO)	Y	Three (3)
	Scheduling Organizations (SO)	Y	Up to fifty (50)
	Custom Reports	N	
	Labor Optimization	N	
	Loading of labor demand	N	

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Modifiable Business Processes	Y	• Change Worker Schedule Tags • Change Worker Scheduling Settings • Change Worker Schedule Preferences • Change Worker Availability • Open Shift • Take Back Shift • Cover Shift • Swap Shift • Accept Shift Swap • Publish Schedule • Change Published Schedule a) Up to one (1) total process steps b) Up to two (2) notifications
Payroll	Pay Groups	Y	Up to two (2)
	Earning Codes	Y	Up to seventy-five (200) Pay Components
	Deduction codes	Y	Up to fifty (100) Pay Components
	Federal Identification Numbers (FEIN)	Y	Up to two (2)
	States/Provinces	Y	Up to three (3)
	Local tax authorities	Y	Will configure all necessary locals to comply with state requirements
	Pay frequencies	Y	Up to two (2)
	Payroll period schedules	Y	Up to two (2)
	Configure payroll calculation rules	Y	
	Configure Workday on-cycle and on-demand paycheck template	Y	Up to one (1) each
	Configure payment elections	Y	Up to one (1) Payment Election Rule
	Garnishments	Y	
	Bank depository and source bank accounts	Y	Up to two (2)

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Configure pay slips	Y	Up to one (1)
	Establish payroll accounting to generate and review payroll accounting data	Y	
	Establish comparison rules and audit components	Y	
	Settlement rules	Y	
	Third-Party Payroll provider provides tax, garnishment, check, and deposit advices	Y	
	Configure retroactive payroll processing	Y	
	Configure FLSA calculations – using delivered Workday functionality	Y	
	Custom Security Groups	Y	One (1), (can be an intersection security group)
	Modifiable Business Processes	Y	Up to five (5) configurable business processes
	Custom Payroll Calculations (Value Compare, Instance Set, Conditional, etc.) as needed to support CSLLC best practice configuration	Y	Up to thirty (30)
	Payroll Standard Dashboards: • Year End • Payroll Compliance • Command Center	Y	
	Worker Costing Allocations	Y	Single Dimension
Core Financial Management, Accounting and Finance	One (1) Currency (USD)	Y	
	• Companies (legal entities) • Cost centers • Custom organizations	Y Y Y	Up to five (5) companies organized in up to three (3) company hierarchies Cost centers organized in up to two (2) independent hierarchy structures with up to four (4) hierarchy levels each Up to one (1) custom organization if needed with a hierarchy structure

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Locations	Y	Up to two hundred (200) Business Asset and Ship-To Locations and up to three hundred (300) Inventory Locations organized in a hierarchy structure with up to four (4) levels of hierarchy
	Custom Security Groups	Y	Up to two (2)
Financial Accounting	FDM design and utilizing Workday worktags for analytics	Y	
	Account sets (parent-child relationship)	Y	One parent-child account set configuration
	Ledger account summaries	Y	One ledger account summary structure with up to five (5) levels
	Configure standard/delivered account posting rules • Including spend and revenue categories and account posting rules for operational transactions	Y	One (1) Posting Rule Set
	Categories	Y	Revenue Categories with one hierarchy structure containing up to four (4) levels Spend Categories with one hierarchy structure containing up to four (4) levels
	Custom worktags	Y	Up to one (1)
	Custom reports to support financial reporting for Generally Accepted Accounting Principles (GAAP) and regulatory reporting requirements, Workday financial statements for external reporting, and internal management reports	Y	
	Allocations	Y	Up to ten (10)
	Fiscal schedule (Fiscal Year)	Y	
	Fiscal summary schedule(s)	Y	
	Custom validation(s)	Y	Up to one hundred (100) custom validations
Banking and Settlement	Financial Institutions	Y	Up to five (5) Financial Institutions

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Configure check printing modifications and electronic bank integrations (type of electronic payments, wire payments and positive pay, unique by company)	Y	Check printing configured for one (1) Financial Institution
	Cash Position	N	
	Bank reconciliation automation and integrations	Y	All operational bank accounts at one (1) financial institution
	Supplier settlement via check or electronic payments	Y	Electronic payment automation and integrations configured for one (1) Financial Institution
Budgets	Structures (Financial, Award, Project)	Y	Parent-child structure set up for the financial plan
	Position Budget Structure	N	
	Ledgers for encumbrances	Y	
	Budget checking for operational, Grants, and project budgets	Y	
	Payroll Commitment Accounting	N	
Supplier Accounts	Suppliers including payment terms, attributes for payments and 1099 reporting	Y	
	Active header level purchasing contracts	Y	
	Supplier categories and groups	Y	
	Check or electronic payments for supplier settlement(s)	Y	
	Tax books, excluding actuals	N	
Business Assets	Depreciation Profiles	Y	
	Asset Books	Y	
Procurement	Punchouts	N	
	Purchase order layout	Y	Workday Delivered Purchase Order Layout
	Receiving and matching	Y	
	Supplier Portal functionality	Y	
	Request for Quotation (RFQ) processes	Y	

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
Strategic Sourcing	System Configuration	Y	▪ Configure global settings ▪ Configuration of Single Sign-On access. Workday will be primarily responsible for configuration of Single Sign-On (SSO) access ▪ Configuration of API Tokens for Supplier Connector ▪ Delivered reports only
	Suppliers	Y	▪ Configure custom field groups and custom fields required for the Supplier Profile ▪ Provide Supplier import template ▪ Import Suppliers ▪ Configure one (1) supplier onboarding template and one (1) performance review template
	Sourcing	Y	▪ Configure RFx Template(s), including the description, questionnaires & worksheets ▪ Configure up to two (2) RFx templates ▪ Configure up to two (2) worksheet templates
	Pipeline Projects	Y	▪ Edit default fields and configure custom fields & custom field groups ▪ Configure up to five (5) Pipeline Project Types ▪ Customize Project layouts ▪ Configure Financial Details settings ▪ CSLLC to provide project import template ▪ Data must be formatted per Workday's import template requirements & data validations ▪ Client will be primarily responsible for loading Pipeline Projects with CSLLC assistance

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Contracts	Y	▪ Configure up to five (5) contract types ▪ Configure custom fields/groups ▪ Configure (1) contract template ▪ CSLLC to provide contract import template ▪ Data must be formatted per Workday's import template requirements & data validations ▪ Client will be primarily responsible for loading contracts with CSLLC assistance
Expenses	Worker expense preferences (e.g., Employee travel card – American Express)	Y	
	Expense policy security groups	Y	Up to five (5) Expense Policy Security Groups
	Expense items	Y	Configuration of up to one hundred (100) Expense Items
	Expense item groups	Y	
	Business purposes	Y	
	Expense Payment Election rules	Y	
Customer Accounts	Customer attributes for billing and collection through aging reports and collection disputes	Y	
	Invoice layout(s)	Y	Up to one (1) Custom Customer Invoice Layout
	Statement layout(s)	Y	Up to one (1)
	Custom Security Groups	N	
Project and Work Management	Projects of medium complexity including: • Project phases • Project tasks • Project worker roles/talent pools • Project groups • Basic projects	Y Y Y Y Y Y	
	Delivered Workday Capital project functionality	Y	
	Delivered Workday billable project functionality	N	

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
	Project hierarchies	Y	One primary and one optional project hierarchy structure with up to four (4) levels in each.
	Project templates (project, project plan, or a combination thereof)	Y	
Grants Management	Grants: hierarchies, security, business processes, and Award Cost Processing (ACP)	Y	Up to five hundred (500) Active Grants organized into one hierarchy structure with up to four (4) levels.
	Awards	Y	
	Sponsors	Y	
	Award Proposals	Y	
Prism	Enable Prism in the tenant	Y	
	Ingestion of data files	Y	Up to two (2)
	Source systems for data consumption	Y	Up to two (2)
	Custom reporting for consuming Prism analytics information (See Appendix B)	Y	
	Ingestion of mapping tables	Y	Up to two (2)
	Establish refresh schedule using standard Prism secure transfer site	Y	One (1) per ingested file
People Experience (PEX)	Workday Assistant	Y	
	Workday Today	Y	
	Natural Workspaces	N	
	Case Management Case Type(s)	Y	Up to five (5) (up to one (1) eligibility rule each
	Case Management Service Categories	Y	Up to five (5)
	Case Management Service Team(s)	Y	Up to five (5) (one (1) service level agreement and one (1) routing rule each)
	Knowledge Base Audience(s)	Y	One (1) knowledge base category each
	Journey Builder(s)	Y	Up to two (2)
	Journey Custom Card(s)	Y	One (1)
	Custom Security Group(s)	Y	Up to two (2) segmented security groups by category

Function	Functionality Scope	In Scope (Y/N)	Quantity to Configure
Mobile Solutions	Configure mobile-specific tenant settings	Y	
	Security to allow mobile access	Y	
	Access for iPhone, iPad, and Android	Y	
Employee Self-Service	Employee Self-Service for all Workday functionality specified above	Y	
Manager Self-Service	Manager Self-Service for all Workday functionality specified above	Y	

Financial Planning			
Function	**Functionality Scope**	**In Scope (Y/N)**	**Quantity to Configure**
General:	Ability to create annual plan Ability to reforecast monthly One (1) Chart of Accounts structure across organization One (1) Fiscal calendar across organization One (1) Currency for planning	Y	
Planning Models:	**Revenue Planning:** • Driver-based revenue model to support multiple revenue streams • Up to five (5) supporting schedules to build bottom-up revenue plan which will allow for direct data entry at revenue account and funding source • Total calculations not to exceed twenty (20)	Y	
	Cost of Labor: • Up to five (5) Employee Types planned down to the individual employee/position • Salary and hourly assumptions, as well as merit increases • Merit increases to be evaluated against maximum pay scale for the grade	Y	

Financial Planning			
	• Allocations based on the funds and organization (company and/or department) • Fringe Benefits and Tax Rates • Calculate total cost burden by employee/position • Total calculations not to exceed twenty (20)		
	Expense Planning: • Up to one (1) expense model to capture non-personnel related expenses • Up to five (5) supporting schedules to build bottom-up expense plan • Total calculations not to exceed twenty (20)	Y	
	Fixed Assets: • Capital sheet will allow managers to plan for new assets and straight-line depreciation will be calculated based on in service date and useful life. • Forecasted depreciation expense for existing assets will be imported from Workday.	Y	
	Allocations: • Up to five (5) single step departmental allocations utilizing Workday Adaptive Planning's native allocation engine.	Y	
Reporting:	Maximum of five (5) Adaptive HTML reports	Y	
	End-to-End process KT sessions will be conducted during the Deploy stage to train the trainer along with Client specific process documentation		
	Provide template for testing scenarios and training material		
KT / Training	Adaptive Insight's implementation methodology involves KT and testing during and after every model	Y	

Financial Planning			
	End-to-End process KT sessions will be conducted during the Deploy stage to train the trainer along with Client specific process documentation		
	Provide template for testing scenarios and training material		
Out-of-Scope:	Balance Sheet and Cash Flow Forecasting	N	
	Third-party vendor integrations	N	

Appendix E – 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. Clients' 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.

Finance-related History Conversion Assumptions:

- Suppliers active in the two (2) years prior to Go-Live
- Customers active in the two (2) years prior to Go-Live

Function	Scope
Human Capital Management	
Active Employees	• Up to nine hundred (900) Active Full-Service Equivalent (FSE) 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 • Compensation – Current Compensation information only • Job and Compensation History - Unlimited "History from Previous System" • Attachment of Third-Party Documents out-of-Scope • No Transactional History
Terminated Employees	• Terminated workers who received payment in the current year (Using 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) • Up to five hundred (500) retirees within one (1) benefit group • No History loaded
Benefits	• Current Benefit Elections • Medical History for Current Year for ACA Reporting • ACA Worker Hours and Wages • Dependents & 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
Time Tracking	• Excluded from the Scope for Go-Live
Scheduling	• Worker Availability will not be loaded prior to Go Live. • Worker Preferences will not be loaded prior to Go Live. • Worker Overrides will not be loaded.

Function	Scope
	• Labor Demand will not be loaded. • Sales Forecast and Labor Cost will not be loaded prior to Go Live.
Recruiting	• Up to one hundred (100) Open Job Requisitions and Corresponding Open Positions • Prospect Conversion Excluded • Open Positions Not Associated with Job Requisitions Excluded • Active Candidate Data Conversion Excluded
Performance & Development	• No Transactional History • No Prior Performance Reviews • One (1) year of Overall Rating History for Performance Review if Advanced Compensation is in Scope. Note that this includes simplified templates with only the rating value (not entire performance review) • No Goal History
Succession Planning	• Excluded from Scope
Payroll	• • Current Year-To-Date (YTD) wages and payroll tax data, including taxable wages and subject wages for federal, state, and local taxes reconciled to tax returns to be loaded by quarter.Withholding Orders Excluded (active orders to be manually entered by Client) • Tax Elections • Worker Payment Elections • Ongoing payroll input will be loaded by Client via EIB/Integration
Learning	• Up to forty (40) Instructor Assignments • Up to twenty (20) standalone lessons • Courses: Up to forty (40) active Digital and/or Blended courses with up to five (5) lessons each • Course Offerings: Up to twenty (20) with up to five (5) components each (referencing existing or in Scope blended courses) • Programs: Up to five (5) programs with up to five (5) components each (referencing existing or in Scope lessons or courses) • Campaigns: Up to ten (10) campaigns with up to five (5) components each (referencing existing or in Scope lessons, courses, or programs) and up to two (2) reminders each • Historical Records: Excluded • Historical Courses: Excluded • External Instructors & Learners: Excluded
Financial Management	
Financial Accounting	• Single Summarized Journal for Each company Per Period with a Maximum of one (1) Year Plus Current YTD - Prior Year Ending Balance • Company Base Currency Only • • Two (2) year detailed journal plus YTD journal transaction details

Function	Scope
Banking & Settlements	• Beginning Balance • Unreconciled Open items • Outstanding checks
Budgets	• One (1) Prior Year and Current Year Budget Data
Customer Accounts	• Customers with Activity Within two (2) years Prior to Go-Live • Open Account Receivables Items
Customer Contracts	• The Remaining Balance of two hundred fifty (250) Active customer Contracts and Open Fixed Fee Client Contract Line Types
Supplier Accounts	• Up to sixty thousand (60,000) suppliers active in the past two (2) years • Supplier invoice history in current calendar year for 1099 reporting • Up to four hundred (400) open supplier invoices are in Scope
Procurement	• Open Approved Purchase Orders at time of Go-Live • Open Supplier contracts at time of Go-Live • Receipts for Open Approved Purchases Orders at time of Go-Live • Open Requisition conversion is out-of-Scope • Open Request for Quotes (RFQs) are out-of-Scope
Business Assets	• Up to three thousand five hundred (3,500) Active Capitalized Assets, Reconciled to Balance Sheet [Non-Work in Progress (WIP) related assets only] • Up to two thousand five hundred (2,500) Tracked Expensed Assets (No Cost)
Expenses	• Worker Payment Elections for Expense Payments • Integrations to kick of the P-card transaction processing and payment compatible with Bank of America
Projects	• Up to five hundred (500) projects active at the time of or one (1) year prior to Go-Live with attributes.
Grants	• Up to one hundred twenty-five (125) Active Grants
Adaptive Planning (Workday Data Management)	• Import GL trial balance from Workday (up to one (1) year historical) • Import metadata from Workday (up to ten (10) dimensions) • Import personnel roster from Workday for existing and open positions • Configure User-Sync with Workday

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