This Statement of Work number 1: Workday Deployment (this "SOW"), effective as of November 18, 2024, (the "**Service Date**"), is by and between City of Petaluma ("City of Petaluma" or "Client") Strada U.S. Professional Services, LLC ("Strada" or "Supplier" and, together with Client, each a "Party" and collectively the "Parties"). This SOW adopts and incorporates by reference the terms and conditions of that certain Subscriptions Services Agreement, effective as of TBD, by and between [Client and Strada] (the "SSA"). Any amendment or modification of the SSA after the Service Date shall have no effect on this SOW unless otherwise agreed by the Parties. This SOW shall include the responses to the Requirements Traceability Matrix (RTM) that Strada and Workday had submitted to the City of Petaluma as part of the proposal. These requirements will be used to create the Requirements Design Guide (RDG) that is used throughout the project as a control measure to make sure all requirements are captured during the delivery process. Review of these items are done during the Architect and Configure stage of the project. Capitalized terms used but not defined in this SOW shall have the meanings ascribed thereto in the SSA. In consideration of the mutual covenants contained herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

I. STATEMENT OF WORK TERM

The term of this SOW will commence on the Service Date and shall end on 02/20/2026 unless sooner terminated in accordance with the Agreement or this SOW. Client may terminate this SOW for convenience upon notice to Strada at least 60 days prior to the service date thereof.

II. PROJECT OVERVIEW / BACKGROUND

This Statement of Work describes the Services related to the configuration, testing and deployment of the Workday solution as described herein (the "Workday Solution" or "Workday") and the Client Tenant for Client. Strada is not responsible for any services, tasks or functions not identified as a Strada responsibility herein unless otherwise agreed to under a Change Order or subsequent SOW. Client or its third-party providers and vendors shall retain responsibility for all services, tasks or functions identified as a Client responsibility herein. Strada may utilize deployment automation tools in the performance of the Services.

The Workday Prescriptive Solution, module-level feature and functionality of the Client Tenant to be configured, tested and deployed by Strada includes the following:

- Core HCM:
- Benefits
- Absence
- Payroll
- Time Tracking
- Learning
- Talent Optimization (Talent + Succession)
- Recruiting
- Core Financials:
- Financial Accounting
- Foundation Data Model
- Banking and Settlements
- Customer Accounts
- Budgets
- Business Assets

- Supplier Accounts
- Expenses
- Procurement
- Projects
- Grants
- Reporting
- Prism
- Accounting Center
- Financial Planning (previously Adaptive)

In addition, Client has selected the following services provided by Strada Solutions:

- Testing with Automation
- Change Management
- Readiness

III. PROJECT DEPLOYMENT APPROACH

Strada's Workday deployment methodology consists of the following stages: Plan, Architect & Configure, Test and Deploy. The specific tasks and deliverables to be completed within each of these stages are detailed in the Project Responsibilities section located in the Appendix. Strada's deployment methodology assumes the use of Strada specific tools, templates, and best practices. The schedule and fees are dependent upon the use of Strada's tools and methodology.

IV. TIMELINE

The Phase 1 deployment project is based on a 61-week project timeline. The timeline assumes a Plan Phase start date of December 30, 2024 (the "Start Date") with a move to production on December 5, 2025, (the "Move to Production Date"). It also assumes a formal project kick-off will take place the week of February 10, 2025, marking the start of the Architect & Configure stage. Readiness activities begin December 2, 2024, for a 6-week timeline. Stabilization support begins on the Move to Production Date and lasts for 8 weeks.

The detailed project plan shall be developed and finalized during the Plan stage based on the timeline below, however, the project timeline may be modified slightly during the plan phase to meet the resourcing needs of the Client.

Phase 1A – HCM/Pay/FINs:

	Readiness	Planning	Architect & Configure	Testing	Deploy	Post Deployment	Total
Estimated Weeks	6	6	24	16	3	8	61
Start Date	12/2/2024	12/30/2024	2/10/2025	7/28/2025	11/17/2025	12/8/2025	12/2/2024
End Date	1/10/2025	2/7/2025	7/25/2025	11/14/2025	12/5/2025	1/30/2026	1/30/2026

Phase 1B – Financial Planning:

	Planning	Architect & Configure	Testing	Deploy	Post Deployment	Total
Estimated Weeks	1	12	2	2	3	20
Start Date	10/06/2025	10/13/2025	01/05/2026	01/19/2026	02/02/2026	10/06/2025
End Date	10/10/2025	01/02/2026	01/16/2026	01/30/2026	02/20/2026	02/20/2026

Timeline

1. The timing and duration of this project timeline are a critical component of the estimated professional services for this scope of work. If the Start Date is delayed, Client acknowledges that Strada's ability to meet the target Move to Production Date is at risk.
2. Client acknowledges responsibility for identifying appropriate project resources to complete the Workday recommended training path(s) in alignment with the timing and duration of the project. Failure to complete or deferment of training will result in a risk to the project milestones, and critical artifacts.
3. Delays introduced by Client or Strada resulting in missed deadline dates for project milestones or critical artifacts will impact Strada's ability to meet the target Move to Production Date. Project milestones include but are not limited to Foundation Alignment, Customer Confirmation, and Vendor Workshops.
4. The Parties agree to review any replanning or modifications in the scoped effort of Strada resources as a result of timeline or scope impact through the Change Control Process. Strada will work closely with Client to identify the impacts of any delays and will discuss best available options before collaboratively determining next steps.

V. PROJECT ASSUMPTIONS

Employee Count and Geography

Client has an employee population of 480 within the United States. The population may vary slightly over the course of the deployment; however, this population is the basis for scoping, planning, and pricing.

Populations stated above reflect the estimated end-user population at the Move to Production Date. This includes but is not limited to full-time employees, part-time employees, contingent workers, agency contractors, independent contractors, temporary employees, seasonal employees, interns, and volunteers.

Overall Responsibilities

1. Client agrees to utilize Workday's delivered business processes ("BPs") across the enterprise. Business processes noted as modifiable in the assumptions section of this document may be altered to remove steps, reorder steps, or change role assignment where the role exists in the delivered Workday pre-configuration.

2. Strada will provide foundation knowledge transfer to core Client project team members responsible for supporting the system in production. This knowledge transfer will be accomplished through the Client team's active participation in project milestones, artifacts, and other related activities.
3. Client will provide appropriate subject matter experts with decision-making authority for the duration of the project. These resources are required to participate in project milestones, artifact completion, maintaining updates in the Project Hub, and other project activities including but not limited to requirement gathering sessions, Foundation Alignment, Customer Confirmation, Vendor Workshops, testing cycles and cutover.
4. Strada will conduct a single set of sessions for all project related activities, meetings, or workshops. Client will own alignment and acceptance from internal stakeholders and global business process owners across all areas.
5. Strada shall have the sole right to utilize its implementation methodologies and other best practices and to supervise and manage its representatives performing the Services.

Project Administration

1. The Strada Project Manager will be responsible for management of Strada owned tasks and responsibilities. The Client Project Manager will be responsible for management of Client owned tasks and responsibilities. Issues and tasks will be maintained in the Project Hub as described in Exhibit A.
2. The Strada Project Manager will be responsible for scheduling and setting the agenda for the project status meeting held weekly, not to exceed 60-minutes, as well as provide meeting minutes, when applicable.
3. The Strada Project Manager will act as the representative of the Strada team for the project status meeting. Additional Strada personnel will attend the status meeting based on the health of the project, timeline, workstream health or cross-functional escalations. The Strada Project Manager will ensure the status report is updated prior to the status meeting.
4. At the close of Readiness, Strada and Client Resources will work jointly to ensure each workstream has a weekly scheduled session not to exceed one hour. The sessions will include requirements review, testing support and knowledge transfer based on project timeline progress.
5. Strada and Client resources will be responsible for joint management of maintaining the project RAID log, located on the Strada project Smartsheet workspace. Client project manager will be responsible for following up on Client-owned issues as indicated on the RAID log.
6. Client shall permit and arrange for access to Client records requested by Strada that are reasonably necessary to perform the Services under this SOW.
7. Onsite travel or participation will be approved via written approval.
8. Client will utilize Strada's system tools, templates, methodologies, and practices for deployment, including but not limited to: project work repositories, data storage, testing management, and an integrations database. A baseline inventory of tools and their purpose is included as Exhibit A. Any deviation from Strada's standard tool set that is required by Client will be subject to a change order to address Strada's additional effort and costs associated with using the non-standard tool(s). Tools usage includes but is not limited to the tools identified in Exhibit A.
9. The Strada team will use Strada laptops, and all secured data will leverage Project security data transfer protocols such as Strada MFT / Move IT. Using alternative or client laptops will require a change order and could significantly impact the project timeline.
10. Client is responsible for all aspects Steering Committee meeting including but not limited to scheduling, agenda creation, presentation, and meeting execution. Only the aligned Strada PMO resource (e.g., Project Manager, or Program Executive) will attend. If additional attendees are required or Strada is asked to prepare Steering Committee content, an additional Change Order will be agreed upon between the Client and Strada.
11. If at any time during the project, Client or Strada determines that the deployment approach is no longer appropriate, an immediate notification should occur to the Project Steering Committee so the effort can be re-planned, re-scoped and re-priced.

12. Any modules and functionality not listed in Functional Configuration Parameters are out of scope. Additionally, any new functionality delivered by Workday in an update after the Architect & Configure phase of the project has been completed, as indicated by delivery of the end-to-end tenant, is out of scope unless set out in this Statement of Work or deemed an “automatically available” feature by Workday.
13. Relative to integration approach, Strada will build, and unit test each owned integration during the Architect & Configure stage. For outbound, unit testing is the process of verifying that the output file from the integration matches the requirements and the identified unit test cases are completed successfully. When possible, in the Architect & Configure stage, Strada will send a file for confirmation to the vendor to ensure that it passes basic formatting, transmission and structural needs. If not possible in the Architect & Configure stage, this will be done as part of End-to-End testing. For inbound, unit testing is a verification of the process to import a file to Workday. Securing a sample file from the integration vendor to support this test is the ideal approach. If this is not possible the Strada resource will mockup a test file and testing with the vendor will happen as part of End-to-End testing.
    a. Client will inform and secure necessary contacts for each in scope integration with the vendor prior to Customer Confirmation sessions.
    b. Client will provide specifications and answer discovery questionnaires for each interface prior to integration workshops conducted during the Architect & Configure stage.
    c. Client to provide contacts for all integrations in scope for setting up the initial vendor sessions at the onset of the Plan stage.
    d. Client is responsible for scheduling the initial vendor sessions, coordinating with the Strada integration team.
    e. Strada will conduct integrations workshops in the Architect & Configure stage for each in scope integration.
    f. Client will approve documented requirements during within 5 days of receiving draft documents from Strada.
    g. Strada will generate a design for each integration during the Architect & Configure stage that are Strada-owned or Shared Development.

Strada and Client Obligations

1. Strada will provide Workday certified and experienced resources skilled in all in-scope domains (incl. emphasis on staffing consultants with experience in FDM, California local government Payroll, and Financial Reporting) to adequately and successfully fulfill Client needs within this deployment scope.
2. Client will commit the necessary resources and management to perform their obligations outlined in this SOW in a timely manner. Those resources will have appropriate training, subject matter expertise and knowledge of Client needs to perform their project responsibilities.
3. Client resources allocated to the project will receive the necessary Workday training to fulfill their project responsibilities in advance of the Customer Confirmation Sessions. Delays incurred due to resources not taking the relevant training will be the responsibility of the Client.
4. Client will identify their ongoing / administrative support resources at the completion of the Plan stage and validate those resources have received the necessary Workday training prior to the move to Workday production.
5. Both Strada and Client shall use commercially reasonable efforts to maintain the continuity of its project team throughout the term of the SOW. Should Client reasonably determine that an Strada employee be removed from the project, (a) Client will notify Strada and provide specific examples related to the business reason for such removal, (b) Strada will have an opportunity to take appropriate developmental or disciplinary action to prevent a recurrence of the issue based on feedback provided by Client and (c) if employee performance does not improve, Strada will, in good faith, replace the employee with a new team member within a timeframe that prudently enables a timely replacement (typically 5 – 7 business days) while allowing Strada to continue to deliver on its commitments set forth in this SOW.

6. Solicitation of Personnel. Each Party agrees that it shall not solicit for employment any employee of the other Party or any of its affiliates that performed or received Services under any SOW with whom such Party had contact in connection with such Services during the term of such SOW and for a period of twelve (12) months after the earlier of: (i) its expiration or termination; or (ii) the employee's completion of his/her work under the SOW. Such restriction shall not apply to a Party's general recruiting activities that are not specifically targeted at employees or an employee of the other Party or any of its affiliates.

VI. FEES AND INVOICING

Based on the Project Scope, Project Assumptions and Project Timeline identified, Strada estimates professional Fees for this effort are a total fixed fee as indicated in the table below, exclusive of travel expenses.

Strada will promptly notify Client at any time during the execution of the Project Scope of this SOW if a requested scope change could result in a change that would follow the Change Order procedure.

The fees set forth in this SOW are valid for signature for up to 90 days from the service date denoted on the SOW. The fees are subject to change upon expiration of the 90-day term if the SOW signature is not achieved.

Strada will bill Client for its Fees using milestone-based invoices triggered by Client's acceptance of the identified project milestone. If the project timeline changes at the request of the Client and there is agreement to modify the milestone payment schedule, this will be handled through the Change Order Procedure. The table below details the invoicing schedule with all monetary amounts expressed as US Dollars.

Milestones Invoicing Schedule:

Payment	Approx Invoice Date	% of Total Contract	Acceptance	Amount
1		5%	Readiness Deliverables Complete	151,363t
2		15%	Planning Deliverables Complete	454,086
3		20%	Customer Confirmation Sessions Complete	605,448
4		25%	End to End Tenant Build Complete	756,810
5		15%	Cutover Plan Complete	454,086
6		10%	Deploy Deliverables Complete	302,724
7		10%	Post Stabilization Complete	302,724
			Total	**$3,027,241**

Client will reimburse Strada for the reasonable and necessary out–of–pocket travel expenses incurred by Strada in connection with the Services performed under this SOW, including air and surface transportation, lodging, car rental, and meals, in accordance with the Strada's Travel and Expense Policy. All travel to Client locations that may result in such expenses will be pre–approved by Client.

Strada will invoice Client monthly for actual expenses incurred (expenses invoice) in the previous calendar month. Strada has estimated $200,000.00 in travel expenses for this project. Any travel expenses beyond this amount would need to go through the Change Order process. Expense invoices will include each Strada resource that had billable expenses for the calendar month, including resource name and total expenses. Any additional information required for payment must be identified in this Statement of Work.

Financial reporting requests that exceed Strada's standard outputs may be subject to the Change Order procedure.

Client will submit payment for all invoices within 45 days of receipt of the invoice by Client. Interest at three percent (3%) per year will accrue on all past due amounts from the corresponding due date until payment is received.

Strada will communicate invoices and any supporting documentation via email. Invoices will be sent to the following Client contact:

Name:
Email:
Client PO#

If the PO# is not included in this Statement of Work, Strada will not be required to provide it on its invoices to ensure payment within the set payment terms.

Travel Arrangements. Personnel assigned by Strada to perform the services requested by Client will at times be required to travel to Client. The specifics of the travel arrangement are further detailed in this Statement of Work. Personnel assigned by Strada will not be required to be at Client more than four (4) days during the week. Personnel will make no flight connections unless the layover is one and one half (1.5) hours or less. Personnel will make no more than one (1) connection if other options are available.

Client will need to contract with Workday directly for Training and Delivery Assurance services that are required by Workday on every deployment, and which are not part of this Statement of Work. Workday can provide guidance on appropriate training for Client resources participating in the project effort.

VII. CHANGE ORDER PROCEDURE

Notwithstanding the terms of the Agreement, any modified or additional scope of services that are not contained in this Statement of Work will require a formal Change Order request to be created. Strada will inform Client of project cope variations at the end of the design workshops in the Architect & Configure stage. The Change Order Request will contain the following information:

- Description of scope change
- Client requestor
- Rationale
- Cost
- Any potential impact to project timeline
- Any constraints/risks
- Importance

The Change Order Request will be reviewed and signed by the Client Project Manager and Strada Project Manager before Strada begins performing the new services and any associated costs are incurred. Delays in Client's agreement to a Change Order may result in the Change Order being fulfilled on a timeline later than the initial deployment move to production date.

Any hours pertaining to Scope Assumptions (configuration, reports, interfaces, conversions) not implemented will be available for other scope areas as a mutually agreeable change order by the conclusion of Stabilization Phase for any new or existing requirements or services needed to complete the project.

The Change Order will be employed to document the scope changes using a zero-dollar Change Order. Change Orders for new scope (e.g., configuration, reports, products, additional services) will be monetary in nature, using the Fixed Fee Rate Calculation Tale below, once the pool of undefined scope is exhausted.

Post-Production Services dollars of $99,000 are included in this proposal. If not leveraged for Change Orders during the deployment, the Post-Production Services dollars can be used on a T&M basis throughout Stabilization phase and the following twelve-month period, using the Application Management Support Role in the table below.

Strada will issue a refund if the entire functional SKU is removed from the project scope. If such a removal occurs, the client will be entitled to a refund proportional to the value of the removed functional area. Partial removals, adjustments, or modifications to functional areas will not qualify for refunds.

Fixed Fee Rate Calculation Table

Role	Rate
Analyst	$70.00
Senior Analyst	$90.00
Project Coordinator	$140.00
Consultant	$200.00
Change & Training Consultant	$200.00
Program Test Manager	$240.00
Project Manager	$240.00
Adaptive Lead	$250.00
Program Executive	$345.00
Application Management Support Consultant	$220.00

SIGNATURE

This Statement of Work shall be attached to and incorporated into the Agreement and is subject to all the terms and conditions of the Agreement, except as modified herein.

City of Petaluma	**STRADA U.S. PROFESSIONAL SERVICES, LLC**
By: ______________________	By: ______________________
Name: ______________________	Name: ______________________
Title: ______________________	Title: ______________________
Signature Date: ______________	Signature Date: ______________

Appendix

Services Parameters

Pre-Deployment Readiness

Workday deployments are different than traditional on-premise implementations. Workday has a rapid and iterative deployment methodology, and you need to be prepared. Our readiness services will help you to identify potential gaps and actions that can be addressed now to reduce system deployment risks and to get ahead of project resource planning. Our proposed Services include the following key activities over a 6-week period:

- Pre-deployment readiness workshops include:
  - Stakeholder Interview
  - Project readiness
  - Foundational readiness
  - Data conversions
  - Integrations
  - Reporting
  - Change Management readiness
- Identify foundational items that can be addressed prior to the start of system deployment with a key focus on items such as organizations, staffing model, and job catalog. Introduce key design decisions such as position management approach, manager self-service approach, and system workflow guiding principles.
- Stakeholder interviews with key PMO leaders and/or business unit leaders will be conducted to identify potential risks to the project, business concerns, etc.
- These workshops allow a jump-start on deployment project planning including defining your project governance model, project timeline, project guiding principles, project resource needs, project team roles and responsibilities, and training needs.

Test Management Services

Essential Testing with Automation	
Area	**Scope**
Workshops and meetings	• Test Lead Checkpoints • Program Support • Testing Workstream Kickoff • Introductions • Review Timeline/Project Plan • Test Strategy Review (Checkpoint) • Configuration Unit Test (CUT) Scenario presentation (Checkpoint) • CUT Execution Kick Off and Jira training • Automation Tool Introduction • End to End Test (E2E) Scenario Workshop • E2E Execution Kick off Meeting • Integration Test Approach • Defect review meeting support • Phase Exit Meetings • Client testers will manually test approximately 20% of the E2E testing volume, and for automation to uniquely test approximately 80% of testing scope. The Client will

	review, evaluate, and approve the automation testing volume to ensure that the system is fit to operate
Artifacts	• Test Strategy • Test Plan • Weekly Program Test Status Report • Project Plan • CUT Scenario Presentation • Baseline CUT Test Scenarios • Jira Training Presentation • Jira Cheat Sheet • E2E Test Scenario Presentation • Workday Touchpoints • E2E Baseline Scenarios from Automation Tool • Integration Test Approach • Integration Tracker/Schedule Template • Example Integration Test Scenarios • Example Integration communication emails • Weekly Testing Metric email during CUT and End to End • Phase exit workbooks (CUT & E2E) • Summary extract of Jira scenarios & bugs
Jira testing tool support	• Set up project • Add Jira dashboards • Add Executive Summary reports • Add users • Load test scenarios • Load conversion defects • Audit Jira

Change Management Services

Lead and Execute model

Activity/Deliverable	Comments
Stakeholder Analysis	Using Strada's template, perform high-level analysis to determine specific stakeholders and stakeholder groups that require regular change management interaction; City of Petaluma to provide inputs.
Impact Analysis	Using Strada's template, perform detailed analysis in conjunction with functional/technical SMEs to capture key variations from current state to future state; changes may be technical, policy, process, cultural, or organizational in nature. City of Petaluma to provide inputs.
Change Management Strategy	Establishes the overarching framework for the Change Management Workstream; includes overall scope, overview and goals, framework for delivery, risks and success measures, and a high-level timeline.
Communication & Engagement Plan, including delivered communications	Detailed approach that reflects target audience, key messages, communication channels, etc.; to ensure that key messages are

Activity/Deliverable	Comments
	communicated in a controlled fashion, to the right audiences, at the right time, in the right manner. Includes up to 25 delivered communications.
Training Activity/Deliverable Plan, including training materials and delivery	Detailed, role-based approach that reflects training objectives/approaches for each activity for key audiences; includes the following: • Up to 30 job aids • One microlearning video • One concept deck • Up to 20 hours of co-facilitation support via train-the-trainer/instructor-led training
Change Network Plan, including materials	Plan to engage with change network participants on a regular (i.e., monthly) basis to form basis for two-way feedback, localized support and buy-in; includes five sets of materials associated with facilitation. Actual facilitation, including logistics, to be retained by the City of Petaluma.
Sustainment Strategy	Development of strategy for ensuring the organization is ready to sustain change over time, achieve target adoption rates and prepared for ongoing tool releases. includes counsel on Workday-provided support resources
Measurement: Business Readiness, Adoption Measurement	Metrics-based approach to validate that end-user readiness/adoption is on track to achieve target levels: • Series of pre-go live (two) and post-go live (one) pulse surveys that provide insights into effectiveness of change management efforts. Includes review of findings and strategic recommendations (if necessary) • Identification of metrics/measures that serve as indicators of attaining target adoption levels
Detailed Work Plan	Development and ongoing management of work plan for the Change Management workstream

Assumptions

- Strada will retain leading role/execution of change management activities and deliverables as the overall workstream progresses
- Strada will provide access to tools, templates, consulting support throughout the deployment
- Strada will provide project management support for the change management work, including a detailed plan and review schedule and PMO reporting
- Core communication audiences for Strada-led materials includes business-facing/Field HR, Finance Professionals, Managers and Employees; focus is on “enterprise” materials; smaller audiences with unique needs and/or tailoring are client-retained (e.g., “targeted”)
- Client will own the distribution of communications, training, and readiness surveys
- Core training audiences for Strada-led materials includes business-facing/Field HR, Finance Professionals, Managers and Employees; excludes super users, project team members, Operating Model/Tier 1 support, etc.

- Job Aids provide step-by-step instructions and are single-sided/created in Word and PDF
    - HCM-specific job aids are two-to-three pages in length
    - Financials-specific job aids are four-to-six pages in length
- Training/microlearning video is a short (1-3 minutes in length) recording of the system that provides tool navigation overviews. It includes supporting text on the screens, with audio, created in Camtasia.
- Concept deck provides an overview of basic Workday concept(s). It includes up to 15 slides (with speakers notes), created in PowerPoint
- Strada to provide co-facilitation support for train-the-trainer/instructor-led training of up to 20 hours; client to provide co-facilitation support plus retain ownership for coordinating all logistics (e.g., distribute invites, secure rooms, etc.). Presentation style materials are comprised of a PowerPoint deck (one version), up to 20 slides (plus speakers notes).
- Client owns deployment and logistics associated with end-user training, including determining overall deployment approach, course sequencing, and delivery schedule; strategy for storage and access to end-user training materials; and coordination of logistics such as distribution of meeting invitations, registration, conference room schedule, participant tracking, etc.
- Strada will provide a workstream Subject Matter Expert (SME) to review training and communications content for technical accuracy
- Client will provide SMEs review and approve training and communications materials based on a pre-defined development schedule
- All communication and training materials are subject to a three-draft review/approval process (first, second, final) and are provided in American English; any needs for translation of materials are the Client's responsibility
- Change Management is dependent upon a Client's tenant to capture screenshots for communications and training materials
- This solution is targeted for the go-live date; to the extent feasible, training materials will be built with a long-term sustainability lens
- Strada will support the development of the Change Network approach, including the development of materials (i.e., up to five sets of monthly 15-page PowerPoint decks with speakers' notes, FAQ). Client will retain the identification of Change Agents and management of the overall network.

Functional Configuration Parameters

This appendix identifies the assumptions associated with the deployment approach. These parameters encompass the recommendations on scope volume or exclusion based on the availability of pre-configuration to accelerate deployment for the initial go live.

Column Definitions

The following table clarifies the columns included in this appendix.

Column Name	Column Description
Functional Area	Functionality provided within Workday or scope groupings such as Modifiable Business Processes (Modifiable BPs), Reporting or Data Conversion. This section also captures features not deployed as part of scope for Initial Go Live, which does not preclude the customer from deploying it at a later time, it only limits the functionality from the initial go-live to define a manageable scope that can be configured, tested and deployed within the timeline of the deployment.
Feature Definition	Clarification or definition of Functional Areas or Scope Areas

Column Name	Column Description
Scope Assumptions	Values • In Scope = will be configured for customer where necessary to meet customer's business requirements within reasonable ranges given the SOW employee count and geography • WD Delivered = Workday Delivered functionality or pre-configuration provided on an as-is basis • Up to = a boundary on configuration volume for the functional area to aid in scoping effort for Strada and Client teams Thresholds in the scope assumptions column are considered maximum scope, actual volumes deployed is based on what is provided by Client. Reducing or increasing volumes in the scope assumptions listed below might not always have a direct impact on cost estimates, depending on the amount of foundation configuration required for the entire area of work. (For example, creating an additional salary plan does not take the same amount of time as creating the first one as it can re-use some of the configuration done previously. Similarly, reducing the scope by 1 salary plan will not have a significant impact on the overall effort, as the foundation configuration needs to be done for the remaining plans anyway. However, the number of Absence or Benefit plans, due to their potentially complex nature, is more likely to have a direct impact on the effort and cost. Hence, any change to scope and its potential impact on the project duration and/or budget will need to be assessed on a case-by-case basis). Delivering less than a declared threshold does not amount to a “service credit” to be used elsewhere.

Foundational

Functional Area	Feature Definition	Scope Assumptions
Organizational Management	Organizations are groups of resources, workers, costs, and other organizations for business process routing, security, analysis, and reporting. Along with roles and hierarchies, organizations are part of the foundation that provides configurable and contextual security within Workday. The way that organizations are configured influences everything from staffing models and role assignments to physical locations and reporting.	In Scope
Address Localization	Workday formats address based on location	In Scope
Staffing Management	Position Management vs Job Management Staffing model	In Scope
Contact Information	Employee’s primary and additional Phone, Address, Work, Email Data	In Scope

Functional Area	Feature Definition	Scope Assumptions
Personal Information	DOB, Place of Birth, marital Status, Race Ethnicity, Citizenship	In Scope
Payment Elections	Check, direct deposit information	In Scope
Job and Position Assignment	All workers are assigned to a specific position vs Job Management - no defined quantity	WD Delivered
Supervisory Organization and Hierarchy	Supervisory Organizations group workers into a management hierarchy. Supervisory Organizations can be a business unit, department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations and workers are hired into jobs or positions associated with a supervisory organization. Each worker can only be a part of one supervisory organization.	One Supervisory Hierarchy
Locations and Location Hierarchy	Locations where workers work; Hierarchy is a roll up of the locations with the workers and is used for reporting purposes	Up to 500 Locations in One Location Hierarchy
Region and Region Hierarchy	Customer-specific regions reflect the area of responsibility for a worker instead of work location	Up to 50 Regions in One Region Hierarchy
Companies and Company Hierarchies	Reflect your legal entities. There should only be one FEIN per company. Hierarchy is a roll up for reporting purposes.	Up to 25 Companies in One Company Hierarchy
Cost Centers and Cost Center Hierarchy	Cost centers are used to group workers by related revenues and expenses. Track financial transactions and HCM transactions with a financial impact, such as hiring or terminations	Up to 500 Cost Center Organizations in One Cost Center Hierarchy
Custom Organizations and Hierarchy	Additional organization used when WD orgs will not capture client's organizational requirements.	Up to 2 Custom Organizations in One Custom Organization Hierarchy
Currencies	Currency rate types enable you to establish more than one conversion rate for the same currency pair and time period.	In Scope

Functional Area	**Feature Definition**	**Scope Assumptions**
Pay Groups	A group of workers defined to have their pay calculated and processed together. Workers in a pay group must share the same period schedule.	Up to 5
Employee Types	A user-defined type that you assign to each employee when the employee is hired. Primarily informational only; you can search or filter employees by their employee type. However, you can designate a type as Fixed Term Employees, and employees of that type have fixed end dates of employment.	Up to 7
Contingent Workers	Contractor, Consultant, Vendors, etc.	In Scope
Pre-Packaged Business Processes	Standard business process used by most organization for transactional purposes	Business Process Framework for all orgs, manager, and employee self-service
Language Support (Translations)	This covers the translation of client provided data within the available Workday fields	English Only
Delivered Security Model	Assign security at the top level of the hierarchy, then uses WD's inheritance for visibility and support	WD Delivered
Two Factor Authentication	2 step authentication process for sign on	In Scope
Mobile	Mobile functionality for security groups activated for the following functionality: People Directory with search, Organization Chart, Workfeed Inbox, Self-Service tasks, Announcements, Time Entry, Time Off, Pay slips, Expense Reports, Worker Profile, Personal Notes, Performance Reviews, Delivered Dashboards & reports only	WD Delivered
Standard Notification Templates	When Workday uses an email template, it constructs the message from the specified elements in order	WD Delivered notification configuration
Standard Dashboards & Analytics	Workday delivers dashboards with worklets that are specific to them.	WD Delivered

Functional Area	Feature Definition	Scope Assumptions
Reporting	Reports delivered by Workday as part of their reporting library.	Standard Dashboards & Analytics 500+ Delivered Workday Reports
Data Conversion	Ties the employees to all functional area's configuration data	Scope is defined for each respective functional area below
Workday Today	Workday delivered home page including 4 standard cards.	WD Delivered
Workday Assistant	Delivered digital assistant help for end users within Workday.	WD Delivered
Funds	Funds are used to manage how clients consume their grants. Fund worktags identify the sources of funding when associated with spending activities on awards. These worktags are typically Federal, State, and Other.	Up to 150
Financial Custom Worktags		Up to 2

HCM Parameters

Core Human Capital Management (HCM)

Functional Area	Feature Definition	Scope Assumptions
Core HCM	The Core HCM module includes the following features and functions: • HCM Basics • Basic Compensation • Set-up, manage, and report on contact information such as address, phone numbers, and email addresses • Set-up and manage compensation guidelines (grade, grade profiles, grade steps), compensation basis, and eligibility rules • Define job families, job profiles, job classifications, management levels, and other job-related setup data	In Scope

Functional Area	Feature Definition	Scope Assumptions
Organizations (Supervisory, Cost Center, Company, Region, Location) and Associated Hierarchies	**Supervisory** Organizations - group workers into a management hierarchy. **Cost Center** - used to group workers by related revenues and expenses. **Companies** - are the primary organization type used by Workday Financials. A company in Workday equates to a single tax ID within your enterprise, based on your configuration. **Region** - Customer-specific regions reflect the area of responsibility for a worker instead of work location. **Location** - represents a work location that will include the physical address as well as additional details such as email and phone number(s).	Up to 1 Hierarchy per organization structure
Establishments	Establishments support compliance with local regulatory reporting by combining a worker's legal entity and location.	In Scope
Employee and Manager Self-Service	**ESS** – Phone, Address, Work, Email Data, DOB, Place of Birth, marital Status, Race Ethnicity, Citizenship **MSS** – Hire, Change Job, Compensation Transaction, Termination, and other processes that pertain to their direct reports	In Scope

Functional Area	Feature Definition	Scope Assumptions
Job Catalog	**Job Families & Job Family Groups** - help to organize and group job profiles, as well as allow you to use these groupings as criteria in condition rules or compensation eligibility rules. Job profiles can be added to a job family, and job families can be added to job family groups. **Job Profiles** - enable you to describe general characteristics of a position and identify special skills, training, or other qualifications. A job profile can be assigned to multiple positions or workers.	Up to 20 Job Family Groups Up to 50 Job Families Up to 300 Job Profiles
Position Management Staffing Model	Position management staffing model is used when a single position is created to be filled. To hire, promote, demote, contract or transfer into a position, there must be an approved and available position as of the worker's start date. Positions can open after a job change and can be moved from one supervisory organization to another as part of a job change. A position can be closed if it is no longer needed.	Up to 5,000 Positions for Active Workers
Shifts	Captures employees working within a different time during the day. Often used for reporting.	Up to 5
Delivered Security Groups, Roles	The security group and role links the assignee allows an employee to view or view and modify access	WD Delivered
Management Types & Management Level Hierarchy	The management level hierarchy allows a customer to define the hierarchy of management levels such as manager, vice president, and so forth. Management levels can be used for reporting or in the creation of condition rules and business process workflow, as well as eligibility rules.	Up to 9 Management Type values in One Hierarchy
Personal Data, Contact Information, ID Information	Employee personal information	In Scope

Functional Area	Feature Definition	Scope Assumptions
Emergency Contact Information	Employee Emergency Contact	In Scope
Employee Photos	Pictures within WD	In Scope
Education	A library of schools, degrees, and fields of study can be set up in Workday, and workers and can use these to manage their education record on the worker profile. Educations can also be assigned on the job profile.	In Scope
Job History	Employee's job history in profile	In Scope
Language Tracking	Enables language proficiency level tracking for employees	Includes delivered languages, ability types and proficiency levels
Service Dates	Allow the customer to bridge the gaps between dates of employment	In Scope
Worker Types	Categorization of worker type for legal purposes	In Scope
Job Requisitions	Is a process used to request a hire	In Scope
Multiple Jobs	An employee with a primary job or position can be assigned to another job or position. The additional job can have a different supervisory organization, compensation rate, pay rate, scheduled hours, location, or job profile. Employees can have a number of additional jobs. Contingent workers can't have additional jobs.	In Scope
Configuration of Safety Incident Tracking	Injury/Illness types, Body Parts, Incident Types, Health Worker Types, Health Facilities and Treatment Types, Government Reporting Agencies.	In Scope
Basic Compensation Management	Functionality to support Grades, Grade Profile, Compensation Package, Hourly Plan, Salary Plan and Period Salary	WD Delivered

Functional Area	Feature Definition	Scope Assumptions
Compensation Package	A compensation package is a grouping of compensation guidelines (grades, grade profiles, and their associated steps) and plans that you can assign to workers as a set. Packages provide a quick view of the eligible plans for a particular job or group of employees.	Up to 1
Delivered Compensation Basis	A compensation basis groups compensation components to define estimated earnings for different employee populations.	WD Delivered
Salary Plan	Salary plans within Workday are assigned to eligible employees. For amount-based and unit-based plans, you can include or exclude the prorated compensation for employees assigned to a specific plan based on their full-time equivalent hours percentage (FTE %) as a default on the salary plan. Eligibility rules are created to determine which employees are eligible for the plan.	Up to 2
Hourly Plan	Hourly plans designate compensation for hourly employees. Eligibility rules are created to determine which employees are eligible for the plan.	Up to 1
Allowance Plans	Allowance plans are payments included as part of an employee’s pay and could include something as common as car or cell phone allowances to vouchers for movie tickets. The allowance plan can be: • Amount based • Percent based • Unit based	Up to 15, excluding reimbursable allowance plans
One Time Payment Plans	Facilitate ad-hoc payments to your employees	Up to 5
Period Salary Plan	A plan that enables you to assign extra months, weeks, or days of pay to employees	Up to 2

Functional Area	Feature Definition	Scope Assumptions
Compensation Statements	Wage Theft Prevention Notice: Written notice of wage rates to employees Total Rewards: Statement that displays a breakdown of base pay, bonuses, health and other benefits, stock, commissions, etc.	1 Delivered Wage Theft Notice and one additional configurable Wage Theft Notice 1 simple Total Rewards statement without Payroll results
Union	Unions track and report on union membership for workers.	Up to 11
Probation tracking	Configuration of reasons to support this along with probation period eligibility rules to define who is eligible for certain probation period requirements.	Up to 11 reasons and rules
Collective Agreement	Set up collective agreements as a stand-alone business process or as a sub process of the Change Job business process to specify how local labor laws apply to your business.	Up to 6
Modifiable BPs	Use pre-configured BPs	• Hire Employee • Terminate Employee • Create and Edit Position • Change Job • Request One Time Payment • Request Compensation Change • Contract Contingent Worker • End Contingent Worker Contract • Propose Compensation Hire • Propose Compensation Change •
Event Categories and Reasons	Reasons for transactional purposes that can be used for reporting	In Scope
Tenant Branding	Look and feel of Workday production tenant.	Up to 1 logo, 1 banner, and 1 mobile logo
Announcements	Communication on worker's home page.	Up to 1 for onboarding

Functional Area	Feature Definition	Scope Assumptions
Data Conversion	Process of applying all organizational, compensation, employee, financial and data configuration to an employee in order to populate the Workday tenant.	• Up to 3,500 Workers Including Associated Personal Data • Up to 7,000 Terminated Workers (Using Former Worker Object) • Job and Compensation History - Unlimited "History from Previous System (Post production) • Includes Loading of Employee Photos • No Transactional History • Attachment of Third-Party Documents out of Scope
Dashboards	A grouping of reports and information accessed on a single view.	Other standard dashboards as delivered by Workday

Onboarding

Functional Area	Feature Definition	Scope Assumptions
Onboarding Setup	Welcomes the new hire and provide them with Helpful Contacts and 'People to Meet' during their first day or week of employment	WD Delivered
Bulletin Worklet for Onboarding	Bulletin worklets deliver tailored messages to different groups of workers. Condition rules can be defined with each message to determine who receives the message.	Up to 10
Custom Onboarding Templates	Gives managers a starting point for engaging new hires onto their teams. You can create custom templates for different organizations or worker types and match them to new hires based on eligibility rules. You can then send them to managers so that they can customize the content in the From My Manager and Helpful Contacts worklets.	Up to 10
I-9 Functionality	The electronic Form I-9 is for newly hired and rehired employees who work in the U.S.	WD Delivered Functionality

Functional Area	Feature Definition	Scope Assumptions
Setup I-9	Create electronic Form I-9s for U.S. employment verification.	WD Delivered
Onboarding Dashboard	Configurable dashboard with new hire information	In Scope
Reporting		WD Delivered Reports
Modifiable BPs	Additional validation or condition rules added to multiple steps of a BP for routing purposes	• Onboarding (15 Documents in Review Step • Onboarding Setup
Data Conversion	N/A	Excluded from Scope

Benefits

Functional Area	Feature Definition	Scope Assumptions
Benefit Groups (Including Eligibility Rules)	Benefit Groups are used to define a population of workers who qualify for similar benefits plans, rates, and processing. Workday enables you to create benefit groups dynamically using eligibility rules to define membership criteria. The workers who meet the criteria specified in a Benefit Group eligibility rule are automatically assigned to that group. For instance, benefit groups can be created based on eligibility rules that assign executive management staff to one group, salaried employees to a second group, and hourly employees to a third group.	Up to 4 for active workers
Benefit Plans (including all components, such as eligibility rules, coverage tiers, and rates)	Benefits Plans define the coverage levels or amounts available to employees enrolling in an insurance, health care, defined contribution or spending account plan. Benefit Plan also identifies the populations (e.g., employee, employee + spouse, employee + children, etc.) eligible for benefits. Finally, it provides restrictions on the age(s) of the covered dependent(s) as well as plan rates and costs.	Up to 50 plans Retirement Savings Plans - Only for outbound CCB demographic data and/or inbound Elections

Functional Area	Feature Definition	Scope Assumptions
Benefit Eligibility rules	Create the condition rules that Workday uses to identify an employee's eligibility for a benefit group, or plan, or dependent's eligibility for benefits.	In Scope Rules based on custom Id's, custom fields or hours worked excluded
Retiree Benefits	Ability to maintain benefit entitlement and eligible for employees who have retired from the organization. A benefit group and the benefit plans dedicated to managing retirees and/or their surviving spouse.	In scope; 1 Benefit group and up to 2 Benefit Plans
Medicare Tracking/Split Dependents	Tracking Medicare coverage and enrollment information for employees, retirees or eligible dependents to coordinate benefits based on Medicare coverage to determine the primary and secondary payer on medical expenses	In Scope
Reinstatement Events	An event in the employee's life that gives the employee the opportunity to change benefit elections due to a return from leave or rehire. This configuration can allow rehires/returnees from leave to default into their previously elected benefits.	Out of Scope
Passive Events	Passive Events are used to identify employees, or an employee's dependents, which are either gaining or losing benefit plan eligibility because of the passage of time. You can configure whatever passive events to suit your business needs for the milestones that occur.	Up to 3
Enrollment Event Types	An event in the employee's life that gives the employee the opportunity to change benefit elections. These include staffing changes (such as getting hired or promoted) as well as life events such as marriage and childbirth.	Manage Benefit Enrollments Due to Eligibility Changes and Life Events. Pre-configured Staffing Events and Section 125 core events. Up to 4 additional events

Functional Area	Feature Definition	Scope Assumptions
Enrollment Event Rule	Enrollment Event Rules are rules that determine how benefit groups receive their benefits which are based on factors such as coverage begin/end dates, max coverage level, waiting periods, evidence of insurability, etc. Enrollment events result in a gain or loss of benefits coverage and include open enrollment and benefit events such as a new hire and termination.	One Pre-Configured Enrollment rule for Sec 125 events. Client input limited to coverage begin, coverage end, deduction begin, deduction end, and EOI Rules.
Benefit Defaults	Workers may be defaulted into a plan or plans during a benefit event if no active elections are made.	In Scope
Manage COBRA Eligibility	COBRA records can be created for eligible workers and dependents based on configured reasons. These records can be passed to the COBRA provider via integration.	Designations for Participants Who Lose Coverage
Manage Evidence of Insurability	Evidence of Insurability records can be created during applicable benefit events based on configured rules. Benefit Administrators can use a delivered report to track and eventually approve or deny employees pending EOI approval.	In Scope
Cross Plan Enrollment Rules	Coverage options available to workers during an enrollment event based on their choice of other benefit plans and coverage amounts. For example, you can limit coverage in a specific plan to a percentage of the total coverage in one or more other benefit plan	Up to 5
Derived Coverage Targets	Coverage targets are automatically determined based on the selected covered dependents during an enrollment.	In Scope
Open Enrollment	Benefits enrollment process for employees	Up to 1 Open Enrollment event configured and tested
Enrollment Instructions	Instructions on each page of the enrollment screens to provide worker with additional pertinent information	In Scope

Functional Area	Feature Definition	Scope Assumptions
Core ACA Functionality: ACA Measurement Periods and Eligibility, ACA Dashboard, Setup for 1094-C and 1095-C Reports	ACA eligibility and processing For new hires, Workday uses passive events to determine eligibility for benefits according to the Affordable Care Act standards. Passive events, using the ACA Measurement Period Eligibility Rule type, determine: • Whether a measurement period must be recorded. • Whether a worker's hours during a measurement period make the worker full-time. The result is defined in the Qualified As ACA Full-time field. Next, the condition rule called If there is an effect on employee benefits? Determines whether a benefit event is created. For ongoing workers, Workday uses open enrollment to determine eligibility for variable hour, part-time employees. When you add the Qualified As ACA Full-time field to eligibility rules for the benefit group and plan, those workers are now considered for open enrollment	In Scope Stability Period = 1 Calendar Year aligned with Open Enrollment
Modifiable BPs	Use pre-configured BPs Can add up to 3 steps to the Change Benefits for Life Events BP	• Change Benefits for Life Events • Dependent Event • Change Benefits • Passive Event
Data Conversion	Conversions resources will load Current Benefit Elections, Dependents & Beneficiaries, and Medical History for Current Year for ACA Reporting into testing and production environments. If applicable, Benefit Annual Rates will be loaded. ACA Worker Hours and Wages will be loaded for a maximum of one benefit group and 2 historical medical plans, 1 self-funded & 1 fully insured	• Current Benefit Elections • Dependents & Beneficiaries • Medical History for Current Year for ACA Reporting • Benefit Annual Rates • ACA Worker Hours and Wages (ACA historical Setup assumptions - 1 group and 2 plans, 1 self-funded & 1 fully insured)

US Payroll

Functional Area	Feature Definition	Scope Assumptions
Pay Components (Earnings and Deductions)	Earnings and deductions, also known as pay components, are the fundamental building blocks of payroll calculations. Complex pay components are payroll calculations that are using tables or more complex calculations than rate x unit.	Up to 330 earnings and deductions No more than 15 complex earning calculations. Does not include Taxes and Garnishment deductions, which are WD Delivered.
Pay Accumulations, Pay Balances, Pay Component Groups	**Pay Accumulations -** A pay accumulation is a set of earnings, deductions, pay component-related calculations, pay component groups, or other pay accumulations for which Workday can calculate a total. You specify which values to add or subtract. **Pay Balances -** Over a balance period that includes multiple gross-to-net results (such as quarter-to-date, year-to-date, or fiscal periods), you can set up pay balances to calculate a combination of: • Earnings • Deductions • Pay-component-related calculations • Pay component groups • Pay accumulations **Pay Component Groups -** These are added to the Earning and Deductions codes in order to accumulate the right amounts on the run categories when running pay calculation. For example, the PCG "Adds to Gross" is added to earnings such as Hourly Pay, Salary Pay, Holiday Pay, etc. and is also added to the run category pay accumulation "Gross." Anytime a pay calc is run, everything that "Adds to Gross" is calculated, as well as the other PCGs tied to the run category.	Up to 25 pay accumulators, pay balances, custom pay component groups. Up to 2 custom balance periods
Net Pay Validation and Arrears	Net pay validation and arrears tracking and recouping rules in the event of a negative net pay scenario.	In Scope All employees follow same arrear rules
Retro Processing	Use Strada POV for supported events	In Scope
Off-Cycle Payments	Off-cycle payment transactions occur outside of a regularly scheduled (on-cycle) pay run and include: • Manual payments made to employees outside of Workday Payroll, such as check or cash. • On-demand payments that replace or add to an employee's on-cycle payments. • Reversals that back out of an employee's completed pay calculation.	Up to 5 Reason Codes

Functional Area	Feature Definition	Scope Assumptions
Payroll Involuntary Withholding Orders and Deduction Recipients	Workday provides rules for processing these types of income withholding orders: • Bankruptcy • Creditor Garnishments • Federal Administrative Wage Garnishments • Federal Student Loans • Federal Tax levies • State tax Levies • Support (including Lump Sum) • Wage Assignments Workday also supports these types of income withholding orders issued by Puerto Rico when the employee works in a state other than Puerto Rico: • Creditor Garnishments • Support Orders Based on state and federal law, Workday: • Determines the amount to withhold from the employee's disposable earnings, including arrears and any agency and employer fees. • Applies withholding limits and sets garnishment priorities. • Follows statutory rules to determine what to withhold for each order when: o An employee has multiple orders. o The amount to withhold exceeds the limit. Deduction Recipients - Record information for a third-party deduction recipient, including the: • Recipient. • Contact information. • Method of payment. • Bank account details.	WD Delivered configuration, with noted conversion limitations
Pay Groups		Up to 3
Pay Run Categories		Up to 1, which includes "Regular"
Period Schedules for Payroll	Indicates processing frequency (monthly, biweekly, semi-monthly, etc.), period start and end dates, payment dates, and forward accruals. The period schedule is assigned to the pay group (like the run category).	Up to 2
Shift Differential Calculation	Shift Differential Calculation tags time blocks between certain hours so that you can pay in/out workers a shift differential.	Up to 5

Functional Area	Feature Definition	Scope Assumptions
Fiscal Posting Intervals, Schedules, Summary Schedules, Fiscal Years	The payroll accounting elements required to pass payroll expenses to Workday Financial Management, including accounts, account posting rules, fiscal schedules, and ledger types.	Up to 1 per each payroll, shared by all Companies; calendar year only
Journal Sources, Ledger, Ledger Types, Account Sets, Account Posting Rules	The payroll accounting elements required to pass payroll expenses to Workday Financial Management, including accounts, account posting rules, fiscal schedules, and ledger types.	Up to 1 shared by all Companies. Account posting rules up to 1 Dimension
Labor Costing	Specify how to allocate employee earnings and employer-paid expenses to the organizations and locations you define. Workday represents organization types and locations as worktag types (also called dimensions).	Simple Worker Costing Allocations Up to 3 Dimension
Payroll Tax Filing Configuration	Workday can send periodic, quarterly, and annual tax information from Workday Payroll to a third-party service provider using a tax filing integration. Payroll tax for Federal/State/Local Jurisdictions will need to be configured during implementation then maintained by Payroll or Tax administrator.	In Scope, leverage WD Delivered standard configuration
Companies	The primary organization type for Workday Financial Management. All financial transactions are for a company, and most financial reports are run in the context of a company, such as balance sheets and income statements. Workday recommends that you create a separate company for each internal entity with a separate tax ID.	Up to 1 Unique EIN for payroll
Financial Institutions		Up to 2
Bank Accounts	Define the business entities that provide company financial and banking services and have bank accounts, define branches of a financial institution, establish standard bank accounts at a financial institution, and establish petty cash accounts.	Up to 2
Routing Rules	Bank routing rules determine the bank accounts the settlement process uses to route payments that you initiate in Workday. These rules apply only to payments involving standard bank accounts, and not petty cash accounts.	Up to 2

Functional Area	Feature Definition	Scope Assumptions
Check Layouts	Workday delivers 3 business form layouts for checks and advices. Each layout contains a metadata XSL style sheet that defines the default placement of fields, company logo, and signature on checks and advices. To customize the default configuration, you can create XSLT check print layouts. The layout that Workday uses at print time depends on whether the printout is a: • Financial check. • Payroll check. • Payslip	Up to 1- WD Default *(The expectation is the Workday paycheck will work as delivered. If any changes are needed a CO will be required.)*
Pre-Note	Reduces the number of Automated Clearing House (ACH) payment rejections by sending pre-note transactions to validate electronic banking information.	In Scope
Payment Election Rules	Workday allows payment election rules to define choices for receiving and making payments, such as: • Methods of payment: check, direct deposit, or manual. • Number of allowed payment methods. • Number of allowed payment split distributions.	Up to 1
Pay Group Automatic Assignment Rules	Rules to propose a default pay group for worker when assigning a pay group	Up to 3
Audit Report configuration	Workday allows you to set up exception audit reports to display exceptions on Workday delivered reports. Also, you can set up audit reports that compare results across periods, flagging exceptions for further investigation.	WD Delivered
Company Federal, State and Local Payroll Tax Reporting	Workday Periodic, QTD, and Year End reporting can be viewed for Federal, State, and Local taxes via the delivered Tax Filing reports	WD Delivered
Payroll Reporting Codes	Reporting Codes capture Geographic Code, Occupational Code, Branch Code, Location Code, Unit Number, Multi-Unit Number, Unit Code, or Unit Number to be reported for various states on the QTD tax file.	In Scope, leverage WD Delivered Configuration with Client values.

Functional Area	Feature Definition	Scope Assumptions
W-2 Configuration	Workday provides default W-2 form configuration and a View W-2 Box Configuration report that payroll administrators can use to view and edit the W-2 form configuration for year-end processing. Boxes that are not populated by default will need to be populated by the Payroll Administrator or Partner (earnings, deductions, and pay component-related calculations to calculate and display).	Includes W-2 mapping only, leverage Strada Delivered Configuration
FLSA Work Period Calendar Rules	When you process payroll, Workday follows the FLSA work period calendar rules to assign workers to the associated FLSA work period calendars and calculates their FLSA earnings based on those work periods	Leverage Strada Delivered Configuration
Tax Integrations	Workday can send periodic, quarterly, and annual tax information from Workday Payroll to a third-party service provider using a tax filing integration. Payroll tax for Federal/State/Local Jurisdictions will need to be configured during implementation then maintained by Payroll or Tax administrator. This does not include the actual coding of the integration. See integration section for scope details.	In Scope
Tenant Setup - Payroll	Manage tenant-wide settings for Workday Payroll in these areas: • Proration Settings • Costing Allocations • Payroll Accounting • Payroll Commitments • Payslips • Canada Year-End Configuration and Tax Documents Electronic Signature Text • W-2/W-2C Form Alignment Override • US Year End Tax Documents Electronic Signature Text • ID Sequence Generators • Administrator Results	WD Delivered

Functional Area	Feature Definition	Scope Assumptions
Tenant Setup - Worklets	You can display reports as worklets on Workday landing pages or in dashboards. Worklets provide quick access to frequently referenced data and tasks common to a specific functional area. There are 2 types of worklets: • Custom worklets. You can create advanced, matrix, nBox, transposed, trending, or composite custom reports, and then enable them as worklets. • Workday-delivered worklets. You can't copy or modify Workday-delivered worklets.	WD Delivered
Payroll Compliance Updates Dashboard	The Payroll Compliance dashboard gives you quick visual insight into the compliance updates that are most important to you. You can quickly identify whether a compliance update potentially impacts your employees and take appropriate action, such as alerting employees, spot-checking payroll results, or being ready to answer questions. Its drillable worklets enable you to understand the details of what is changing without guesswork or the need to run weekly reports with various criteria. Can be configured to display 3 worklets: • Delivered Last Week • Effective Next Month with Employee Impact • Other Updates Delivered Last Week or Effective Next Month	WD Delivered
EIBs for Payroll (Period Schedule, Off-cycle, Payroll Input)	Enterprise Interface Builder - An integration tool that enables you to create simple, secure, and customizable integrations with Workday. Alternately, an EIB is a simple integration created by the integration tool. An EIB consists of an integration system, an integration data source, an integration transformation, and an integration transport protocol.	WD Delivered
Union		Up to 11
Multiple Jobs	An employee with a primary job or position can be assigned to another job or position. The additional job can have a different supervisory organization, compensation rate, pay rate, scheduled hours, location, or job profile. Employees can have a number of additional jobs. Contingent workers can't have additional jobs.	In Scope

Functional Area	Feature Definition	Scope Assumptions
Modifiable BPs	WD Delivered Can add/edit up to 3 steps per process	• Settlement Run Event • Payment Release Event • Assign Pay Group • Complete Federal Withholding Elections • Complete State and Local Withholding Elections • Payment Election Enrollment Event • Payment Printing Event • Print Checks Task • WD Delivered and Strada POV Business Process Notifications
Data Conversion		• Up to 3 test and production loads for quarter-end, go- live • Payroll Balances for Current Year (if go live is on a quarter) • Worker Payment Elections • Worker Tax Elections

Absence Management

Functional Area	Feature Definition	Scope Assumptions
Time Off Plans	Track short term time away from work (i.e., Vacation, PTO, and Personal). **Non-Accruing Plans**: Non-balance tracking plans, zero accruing plans for balance loading/overrides only, no calculated accruals. **Accruing Plans**: configured accrual calculations and balance tracking.	Up to 40 total Time Off Plans (25 Non-Accruing Plans, 15 Accruing Plans) WD Delivered for Days to Include, Balance Periods, Daily Quantity defaults, Lower Limits, Upper Limits, Carryover Limits/Expiration. Excludes Absence Tables; Multi-Year Upper Limit Expirations; Dynamic Calculations
Time Offs	Time off attributes tied to time off plans	5 Time Offs per Accruing Plans 3 Time Off per Non-Accruing Plans WD Delivered time off entry validations and validation messages

Functional Area	Feature Definition	Scope Assumptions
Accruals	Calculated accruals for balance tracking time off plans. Low complexity prorations included (days in period, claw back configuration)	5 per Accruing Plans 10 per Non-Accruing Plans WD Delivered prorations and scheduling
Related Calculations	Calculations used by the Absence Calculation Engine to return values.	In Scope
Holiday Calendars	Statutory/Company Holiday Calendars	Up to 12
Holiday Calendar Rules	Eligibility rules for each holiday calendar	Up to 1 per Holiday Calendar
Leaves	Leave plans to track long term time away from work (i.e., Short Term Disability, Long Term Disability, Sabbatical) Basic Leave types for tracking leave of absence events. Basic leave does not have entitlement calculations and is used to track leave type, status, and dates only. **Non-Entitlement:** configure leave type, leave impacts, leave eligibility only; no calculated entitlements. Advanced leave types for tracking leave of absence events. **Entitlement:** configure basic setup, plus configure entitlement calculations for leave balance tracking, leave additional fields, leave reasons.	Up to 10 • Up to 5 Basic Leaves (non-entitlement tracking) • Up to 5 Advanced Leaves (entitlement tracking) WD Delivered validations and supporting data.
External Earning Codes	Created when a payroll interface or report requires mapping to send time off data	1 Earning Code per Time Off Plan
Leave Segment Security	Parameters to allow for Leave of Absence security segments	Use Strada Delivered Configuration for ESS, MSS, Partner/Admin
Custom Security	Configuration of Intersection Security for Absence Management	Up to 2 custom security groups to support Employee Self Service and Manager Self Service to restrict Absence to eligible populations only

Functional Area	Feature Definition	Scope Assumptions
Absence Setup	Absence Type Groups act as "folders" and help the user navigate to the appropriate leave or time off plan when requesting. Team Absence is the absence calendar display for managers and their direct reports, as well as employee as self and their coworkers. Absence Manager Dashboard	Strada Delivered Configuration for Absence Type Groups: 3 total • 1 for Time Off, 1 for Leave of Absence, 1 for Do Not Request (termination payout/adjustment time offs) WD Delivered Dashboards and worklets Team Absence: • Strada Delivered Configuration; 1 maximum setup for each of the following: manager self-service, employee self-service
Workday Assistant	Workday Assistant for ESS Time Offs	Included with WD Delivered functionality
Multiple Jobs	An employee with a primary job or position can be assigned to another job or position. The additional job can have a different supervisory organization, compensation rate, pay rate, scheduled hours, location, or job profile.	In scope
Unions	Track and report on union membership for workers	Up to 11
Modifiable BPS	WD Delivered Can add/edit up to 2 steps per process unless otherwise indicated	• Absence Calendar – initiation step only • Correct Time Off • Request Time Off • Assign Work Schedule • Request Leave of Absence • Request Return Leave of Absence • WD Delivered Business Process Notifications
Data Conversion	Process of loading Time Off Balances and Leave history into the tenant.	• Time off Balance Conversion Included • Active Leaves for the Previous 12 Months • Time Off Event Conversions Excluded

Time Tracking

Functional Area	Feature Definition	Scope Assumptions
Groups for Time Tracking	Identifies the time entry codes for which workers are eligible. (Example - Unions, Collective Bargain, Hourly, Salaried, Salaried Non-Exempt, Non-Exempt, etc.).	Up to 5 Time Code Groups WD Delivered eligibility rules
Time Entry Templates	Controls the appearance of a worker's time entry calendar. It identifies the default time entry code to associate with reported time, valid worktags for time entries, and various time entry options.	Up to 10
Time Entry Codes	Types of time that workers can enter	Up to 15 WD Delivered rounding
Worktags	Capture information about a worker's hours for costing and other purposes (i.e., cost center, project).	WD Delivered, including one custom worktag
Time Validations Rules	Used to alert or prevent workers from entering or submitting invalid time entries. Can be defined as errors or warnings.	Up to 5 Time Entry Validations WD Delivered
Time Calculations	Generate categories of payable time by applying calculation tags such as overtime and double time to a worker's hours.	Up to 50 Excludes time calculations based on custom objects, time off plans, benefits eligibility, and tardiness/attendance, time dockage, rolling/request OT calculations
Time Calculation Groups	Specify worker eligibility for time calculations	Up to 10 WD Delivered eligibility rules
Shift based calculations	A time shift is a grouping of consecutive blocks that apply to workers who report In and Out times. Time shifts enable you to base calculations and validations on a worker's entire shift, whether or not the shift is fully contained within the defined work day.	Up to 50
Work Schedule Calendars	Determine the days and hours of the work week on the Time Entry calendar.	Up to 48, with up to 4 patterns per work schedule

Time Tracking Period Schedules	The time period schedule, in combination with the pay period schedule, determines when employees receive pay for time worked. It defines the dates that are open for time entry, lock dates to prevent employees from entering time while payroll is being processed, and which time entries (dates) to load for a pay period.	Up to 3
Holiday Calendars	Statutory/Company Holiday Calendars	Covered under Absence scope section
Security Groups to Support Employee Self Service and Manager Self Service	Intersection security to control Time Tracking access	Up to 2 to restrict Time Tracking to eligible populations only
Specific Reports & Calculated fields	Workday custom report prioritized by client	10 Custom Reports from Strada Delivered Configuration
Alerts & Reports	Alerts for Time Tracking Reports	Up to 3 (1 alert per Strada Delivered report)
Submit Text	Message displayed when a worker submits their time.	1 Submit Text
Multiple Jobs	An employee with a primary job or position can be assigned to another job or position. The additional job can have a different supervisory organization, compensation rate, pay rate, scheduled hours, location, or job profile.	In scope
Union	Time tracking requirements to cover unique union/CBAs time entry policies.	Up to 11
Projects Tracking	Project tracking functionality available within the Time Tracking SKU. Requires Workday Projects.	In scope
Time Clock Device Integration	Integration with non-partner third party vendor to capture hours from time clocks (non-web based).	Up to 2

Time Tracking Setup	Review Time is a report managers can use to review time tracking hours for the week. Time Tracking Manager Dashboard	WD Delivered dashboards and worklets Review Time • 1 delivered totals setup • Strada Delivered Configuration; Enable: Include Warning Indicators, Include Count of Incomplete Time Entries, Include Scheduled Weekly Hours Time Tracking Manager Dashboard: • Team Time is the manager dashboard for when only Time Tracking is in scope. • If absence management is also in scope, Time & Absence Dashboard will be utilized instead.
Modifiable BPs	WD Delivered Can add up to 2 steps per process.	• Assign Work Schedule • Enter Time • Reported Time Batch Event WD Delivered Business Process Notifications
Data Conversion	Not Applicable	No Data Conversion included

Time Tracking for Projects

Functional Area	Feature Definition	Scope Assumptions
Projects Tracking	Project tracking functionality available within the Time Tracking SKU	In Scope
Time Tracking Data Conversion	Projects	In Scope

Learning

Functional Area	Feature Definition	Scope Assumptions
Learning: Core Configuration	Setup Learning Domains, Configuration of Business Processes, Security Roles, Topics, Learning Dashboard, Activity Stream	In Scope
Learning Campaigns	You can create campaigns that engage workers in learning activities by promoting course and lesson content to target audiences.	Up to 8 single object campaigns
Audience	Used in campaigns and scheduled distributions. When a user meets the audience requirements for an active campaign or scheduled distribution, Workday sends the notifications according to the defined schedule.	Up to 8
Topics	Topics enable you to categorize courses and stand-alone lessons, improving the learning catalog search and browsing experience for learners.	Up to 8 topics with customs images
Learning Prerequisites	Prerequisites enable you to enforce certain courses being taken prior to others	Enabled
Learning Equivalencies	Equivalencies can be created as a 1:1 or 1: Many rule and can enable employees to find similar content in the catalogue, as well as recognize completion of courses via completion of an equivalent.	Enabled
Learning Validations	Learning validations enable you to create critical stops or soft warnings upon the initiation of Enroll in Course and Drop Learning Enrollment business process	Up to 2
Learning Message Templates	Message templates are used to deliver consistent messages to your audiences such as reminders related to upcoming due dates.	Up to 1
Learning Training Room Creation	Training Rooms can be created as subordinate locations to existing HCM business sites. These would be rooms in which offerings may be scheduled within business sites.	Up to 20
Configurable Security	Custom segmented security groups to control access to course content. Does not include custom user based or role based or intersection security groups.	Up to 4

Mobile	Enable Packaged Content on Mobile	In Scope
User Generated Content	Add Employee as Self and/or Contingent Worker as Self on the Manage Lesson business process policy.	In Scope
Reporting	Workday offers many reports that allow you to summarize information that is contained in the system.	WD Delivered
Data Conversion	Conversion of Instructors, Assessors, Digital or Packaged content, Historical Transcripts and Course Catalog: Build out of catalog learning objects which could include: • Stand-alone Lesson • Instructor Led Training (ILT) Course • Instructor Led Training (Web) Course • Training Activities • Digital Course: Media • Digital Course: Survey • Digital Course: External Content • Offerings • Learning Programs	Customer owned, Strada provides EIB Knowledge Transfer and oversight

Talent Optimization

Functional Area	Feature Definition	Scope Assumptions
Mentor	Employees can establish mentoring relationships	Includes delivered mentor types and close mentorship reasons.
Interests	Employee can designate career interests, Relocation Preferences, Job Interests and Travel Preferences	Includes delivered values for career interests, job interests, relocation areas and travel amounts.
Development Items	Development Items allow workers to track career objectives that are not rated during performance events.	Includes delivered development item categories and completion statuses.
Anytime Feedback	Allow feedback to be given or requested, named or anonymous in free-form at any time	Included as Needed

Functional Area	Feature Definition	Scope Assumptions
Performance Review Templates	Performance Review Templates include configurable sections for self-evaluations by employees, and evaluations by managers and additional reviewers. Rating scales can be added to these templates.	Up to 3 performance review templates. Performance Reviews will have an option of 3 sections: Goals, Competencies and Overall. One rating scale 5 points or less.
Performance Improvement Template		Up to 1
Disciplinary Action Template		Up to 1
Check-Ins	Allows Managers and Employees to document 1:1 sessions.	Included as needed
Goals	Goals are guiding principles or values that you would like your business or organization to achieve throughout a given period of time and assessed as part of the performance review.	Goal attributes include description, category, status, and due date. Includes delivered values for status.
Competencies	A set of defined behaviors that provide a structured guide, enabling the identification, evaluation, and development of the behaviors in individual employees. In Workday, worker competencies are rated as part of performance.	Up to 10 competencies that can be mapped to management levels
Modifiable BPs	Use pre-configured BPs Can add up to 3 steps to BPs Can add up to 5 custom notifications across BPs	• Manage Interests • Give Feedback • Manage Goals • Start Performance Review • Complete Self Evaluation for Performance Review • Complete Manager Evaluation for Performance Review
Succession Planning (for Position Management)	Identify critical roles for succession, create plans and assess readiness on candidates.	Up to 50 Positions for Succession: includes delivered values for readiness

Functional Area	Feature Definition	Scope Assumptions
Assess My Team's Potential	Managers and other support roles can assess an employee's potential and retention risk by a supervisory organization.	Includes delivered values for potential and retention risk.
Assess Potential	Managers and other support roles can assess employees' potential, retention risk, loss impact, and achievable level	Included as Needed
Modifiable BPs	Use pre-configured BPs Up to 2 custom notifications across BPs.	• Manage Succession Plan • Assess My Team's Potential • Assess Potential
Data Conversion	**Historic Performance Reviews** Capture historical overall manager ratings. Performance Review templates to support load of historical performance reviews. Up to 1 template for one year of history loaded to Workday. Up to 3 years of final Manager rating only**.**	In Scope

Recruiting

Functional Area	Feature Definition	Scope Assumptions
Candidate Home	Workday delivers the ability for candidates to register for an account based on their name and email address. When a candidate applies to a job, this enables Client to communicate with a candidate during any stage of the recruiting process. The one account works on all of Client's external career sites.	In Scope
Prospect Management	Someone who has not applied to a position, but you are following to possibly bring onto your team	In Scope
Internal and External Career Sites	Workday provides the ability for you to create external career sites that enable: • You to publish and market job postings on dedicated and branded career sites. • Candidates to search for job posting opportunities and apply on an intuitive and responsive website. When you create an external career site, Workday automatically provides the ability for candidates to register for an account via Candidate Home. The one account works on all your external career sites.	1 Internal Career Site for Employees, 1 Internal Career Site for Contingent Workers, and 1 External Career Site
Internal and External Questionnaires	Ability to configure Workday to have: • An external or internal candidate complete up to 2 questionnaires when they apply for job from an external or internal career site. • An external candidate with a registered Candidate Home account or internal candidate complete one or more questionnaires at any stage in the recruiting process.	2 Internal and 2 External Questionnaires, one questionnaire per job requisition with no more than 25 questions each, English only
Internal Application	Current worker application process	Up to 1
Recruiting Standard Reports	Recruiting reports	WD Delivered
Simple Referral Plan	Referring a candidate	Up to 1

Auto Unpost Jobs	Jobs can be unposted automatically during the recruiting process once full headcount is reached on the job requisition, when a job requisition is frozen, or when closed.	In Scope
Assessments	Possible Logic or system test for the candidate	In Scope
Auto Disposition Candidate's Other Job Applications	Removing candidate from consideration from other jobs they have applied too	In Scope
Background Check	Checking candidates previous work and criminal history	Up to 5 Packages and Up to 3 Statuses
Duplicate Management	Merging of multiple applications for the same candidate	In Scope
Interview Management	Have the entire recruitment team provide feedback on the candidate	In Scope
Job Requisition Categories and Reason	Reason for creating a job requisition	In Scope
Interview Ratings	Rating candidate after the interview	In Scope
Primary Recruiter Security	Ability to view and modify non WD delivered data	In Scope
Candidate Screening	Initial contact to ensure the candidate is still interested in the job	In Scope
Candidate Grid	Way to manage your candidate through the recruitment process. Adjusts the look and feel of the page the recruiter reviews.	In Scope with a maximum of 5 calculated fields
Candidate Review	Provides you with the opportunity to move the candidate to the next phase recruitment process	In Scope
Evergreen Requisition Management	Specific Job Application for high volume positions always open	In Scope
Job Requisition Management	Job requisitions are the basis for job postings in Workday Recruiting. You must complete specific recruiting-related requirements so candidates can submit applications to your job postings. Use the Manage Job Requisitions report to view all open, pending approval, on hold, and closed job requisitions. Details include job requisition and candidate information. Also, included are the days the requisition has been open, the requested completion date, the close date, and last recruiting stage	WD Delivered

Generated Documents	Clients can create document templates that can be customized and used to dynamically generate documents such as offer letters, benefit summary, or confidentiality agreements.	Up to 2 English only with a maximum of 10 calculated fields and 10 rules
One Time Payment for Offers	Ability to generate a request for a One Time Payment as part of the Offer process.	In Scope
Candidate Endorsement	It enables employees to endorse a candidate's application	In Scope
Candidate Pools	Enable functionality to group candidates.	Up to 2
Recruiting (Core Configuration)		1 consistent candidate & hiring process & approval routing across all business units, geographies, departments
Agency Management	Enables the recruiter's ability to work with recruiting agencies who source and submit candidates for an open job requisition. Agency users must log into Workday with very limited access to use this feature. They can access the specific job postings shared with them, submit candidates against their job postings, receive questionnaires to respond to additional questions and accept terms and conditions. The setup includes 2 agency users per agency company.	Up to 3 companies
Modifiable BPs	Editing all Recruiting BP's	• Job Application (1 Dynamic Workflow) • Job Requisition • Offer • Freeze Job requisition • Close Job Requisition
Data Conversion	Previous system data conversion	100 Open Job Requisitions and Corresponding Open Positions **Excluded Items:** • Prospect Conversion • Open Positions Not Associated with Job Requisitions • Active Candidate Data Conversion • Attachments

Financials Parameters

Financial Accounting

Functional Area	Feature Definition	Scope Assumptions
Core Financial System of Record	Primary operational financial system	In scope
Fiscal Schedule	Fiscal Schedule to be set up in tenant	Up to 1 Fiscal Schedule
Fiscal Schedule Summaries	Fiscal Schedule to be set up in tenant	Quarterly and Annual
Accounting Adjustment	Change Reason codes to reclassify specific accounting transactions	In scope
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Allocations	Used to distribute ledger amounts, usually costs, from 1 organization to another based on a preconfigured definition – offset against source account to target account(s)	Up to 25
Statistics	Statistics used as the basis for allocations, as well as for reporting based on the Statistics or Statistic Lines report data sources	Up to 10
Average Daily Balance Rule	Ledger accounts and associated worktags that the client wants to include in average daily balance calculations	In scope
Allocation Group Sets	For processing Allocations, group related allocation definitions into allocation group sets	Up to 1
Ledgers	Workday has three ledgers that can be configured: • Actuals • Encumbrance • Pre-encumbrance No customizations	In scope
Currency Translation	Account translation methods to determine how you want to calculate fiscal year beginning balance and activity	In scope

Year End Closing Rules	Define rules that map source accounts to target accounts at year-end. Rules are applied when you roll forward account balances and close ledger years. If no rule is specified, Workday, by default, rolls account balances forward to the same account during roll-forward and year-close processing.	In scope
Currency Rate Types	The various conversion rates that can be established for the same currency pair within a specific time frame.	WD Delivered (only)
Capital Assets - Work in Progress	Work in progress assets (or assets under construction) for assets as they relate to a capital project.	In scope
Import Journals via Spreadsheet	Delivered EIB’s	WD Delivered
Consolidation	The process of combining financial data from different departments, business units, or subsidiaries within a company into a unified set of financial statements.	In scope
Intercompany Process	Intercompany system generated balancing entries	In scope
Alternate Fiscal Schedules for Reporting Only	When companies have different fiscal calendars	Up to 2
Accounting Books and Book Codes	Sets of books such as GAAP/GASB and Tax	Up to 2
Balancing by Company/Legal Entity and Fund	Financial management process. For the "Fund" aspect, Workday utilizes a balancing fund, designated as "Balancing Fund FD000," to equate debits with credits for financial account transfer transactions, such as Accounting journals.	In scope
Single Primary Chart of Accounts Only	A unified and standardized framework for organizing financial information and transactions within the Workday system.	In scope

Tax Configuration	Local taxes assessed on the value added to goods and services.	As outlined in Supplier Accounts section
Reporting	Workday Delivered reporting that is activated for core financial needs using the Workday delivered "Aliases".	Income Statement Consolidated Trial balance Balance Sheet
Modifiable BPs	Workday delivered business processes specific to financials core	• Accounting Journal Event • Accounting Adjustment Event • Accounting Journal Unpost Event • Period Close Event • Finalize Allocation Event
Data Conversion		• Single Summarized Journal for Each Company Per Period with a Maximum of Three Years (incl. 1-year YTD, if applicable) • Transactional Journals Not Converted

Grants

Functional Area	Feature Definition	Scope Assumptions
Sponsors	Sponsors, sponsor types, contact details	In scope
Object Class Mapping	Mapping of spend categories to sponsor categories for reporting purposes	Up to 2
Award Contracts	Terms and conditions of the awards	In scope
Letters of Credit	Federal sponsor payment collection method	Up to 1
Billing Schedules	Installment, prepaid or transaction-based billing	In scope
Award Posting Intervals	Time periods and schedules for awards	In scope
Spend Restrictions	Ability to allow or disallow spend based on sponsor requirements	In scope
Subawards and Subrecipients	Entity acts as middleman and awards dollars to a local subrecipient	Up to 5
Facilities and Administration	Indirect spend that will be reimbursed by the sponsor	Up to 3
Import Grant via Spreadsheet	Delivered spreadsheet integration to import grants	WD Delivered
Reporting		WD Delivered
Modifiable BPs		• Award • Award Amendment • Award Correction
Custom Validations	Restrict/require conditions on transactions	Up to 6 unique
Effort Certification	Certify staff time against grants	Excluded
Grant Budget Structures	Grant budget configuration (independent of City's fiscal budget)	Up to 2
Grant Budget Checking	Budget check transactions against grant budget	In scope
Award Proposals	Pre-award processing	Excluded
Data Conversion	Award life to date (LTD) balances	In scope

Banking

Functional Area	Feature Definition	Scope Assumptions
Bank Account Management	Financial Institutions or banks	In scope
Financial Institution	Financial Institutions or banks	Up to 1
Bank Accounts	Bank Accounts linked to banks	Up to 20

Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Settlement	Process that facilitates all in-scope payments	In scope
First Notice Rules	Automated recording of transactions from bank statement lines	Up to 15
Ad Hoc Payment	Ability to create Ad Hoc Payments	Included Business Process
Delivered Advanced Bank Matching Rules	Delivered Rules only, excludes custom matching rules	In scope
Check Printing	Delivered check format only, no custom logic or layout changes	Delivered
Bank Routing Rule	Bank routing rules determine the bank accounts the settlement process uses to route payments that you initiate in Workday	As Needed
Electronic Payments	ACH and Wire Supplier payments	Included (if on integrations list)
Bank Account Transfer for Settlement	Controls review and approval for bank account transfers within the same company or across companies (intercompany)	Included (if on integrations list)
Ad Hoc Bank Transaction	A bank transaction that is initiated manually and on an as-needed basis. This allows users to create and manage bank transactions that do not fit into the routine or regular categories of transactions. Functionality to add transactions to your account records for miscellaneous credits or debits found on bank statements (Ex. Bank Fees)	Included Business Process
Bank Account Signatories and Thresholds for Reporting	Ability to set up bank account signatories to designated workers as signers for individual bank accounts – can also maintain a record of signers who can access and operate an account on behalf of the account owner.	In scope
Escheatment		In scope
Modifiable BPs		• Settlement Event • Bank Account Transfer for Settlement • Bank Account Transfer Event • Ad Hoc Payment Event • Ad Hoc Bank Transaction Event

Data Conversion		• Beginning Balance - Bank account beginning balances • Unreconciled Open items - Unreconciled Open Bank Account items • Uncashed check conversion

Budgets (Not Financial / Adaptive Planning)

Functional Area	Feature Definition	Scope Assumptions
Financial Plan Type	Budget defined in the account system	In Scope
Plan Worktags	Worktags associated to budgets	Up to 10
Plan Structures	Plan structures are the foundation for plans and budgets in Workday.	Up to 2 for a budget hierarchy
Plan Templates	Plan templates consist of a base workbook and set configuration options to guide creation of future plan workbooks	Up to 2 for the Go-Live year only 1 plan template for each plan structure
Import Budget via Spreadsheet	Delivered spreadsheet integration to import budget data	Delivered
Budget Checking	Budget check functionality in Workday automatically checks your transactions against your financial plans	In Scope
Custom Validations	Defined rules that provide validations during the budgeting process	Excluded

Budget Hierarchy	Workday plan hierarchies enable you to link plans and budgets in a hierarchical structure, making it easier to control and report on multiple plans and budgets simultaneously. • Parent plans contain their own budget amounts or aggregate amounts from linked child plans. This enables you to view the details for the parent and linked child plans in 1 place. • You can use plan hierarchies to run a single budget check for multiple plans simultaneously, reducing the number of exceptions for review. • You can use plan hierarchies to budget check at higher levels than your budget entries. This gives you the flexibility to create budgets with more dimensions and control them at levels that aggregate your budget amounts based on fewer dimensions.	Up to 1
Reporting	Budget vs actual by cost center (Workday delivered report)	WD Delivered
Modifiable BPs		• Budget Approvals & Amendments • Budget Checking
Data Conversion		1 year of Budget data

Supplier Accounts

Functional Area	**Feature Definition**	**Scope Assumptions**
Supplier Invoice	Physical or electronic documents from vendors providing purchase and payment information	Up to 1 EIB template for all suppliers' invoices
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Supplier Invoice Request	Create a payment request for goods or service lines in Workday by adding invoice information to the request. After the payment requests are approved, Workday converts them into supplier invoices.	In Scope
Supplier Invoice Retention	Payment Retention Functionality	In Scope
1099 Adjustment	Business process to enable updates to 1099's	In Scope
1099 Suppliers	1099 Suppliers reporting of payment data to the IRS	1099 Suppliers
Supplier Connection	Enables multiple remit-to bank accounts, addresses and name per supplier	In Scope
Prepaid Spend Amortization	Process and account for prepaid invoices and related amortization within Workday, without the need to outside spreadsheets and manual journal entries	In Scope
Intercompany Supplier Invoice	Workday generated invoicing of one legal entity from another legal entity under the client's umbrella. Includes direct intercompany and pay-on-behalf of invoicing	In Scope
Supplier Request	Business process to request a new supplier	In Scope
Remittance Advice (Standard Format)	Notice of ACH remittance to suppliers	WD Delivered

Tax Authorities	The various governmental agencies responsible for administering, collecting, and enforcing tax laws and regulations. These entities are likely referenced in relation to payroll processing, tax withholding, tax reporting, and compliance with tax regulations specific to different jurisdictions where an organization operates. Ex. State of Minnesota	Up to 5
Tax Rates	The specific percentages or amounts set by various tax authorities that an supplier employer must apply to an employee's income for tax withholding purposes. Ex. City, county, and state individual rates	Up to 10
Tax Codes	Specific designations used within the software to categorize and manage various types of taxes that an organization needs to account for. Ex. Shakopee (7.38%) - comprised of city, county, and state Tax Rates	Up to 10
Workday Supplier Invoice OCR		In Scope
Modifiable BPs		• Supplier Invoice • Supplier Change Event • Supplier Event • Supplier Request • Supplier Invoice Request
Data Conversion		• Suppliers and Supplier Connections with activity within six months preceding the go-live date • Open for Supplier Invoices for Suppliers in scope in transaction currency • 1099 YTD balance (only applies if client is going live in middle of calendar year)

Assets

Functional Area	Feature Definition	Scope Assumptions
Asset Accounting	Accounting treatment for registered assets	In Scope
Multi Asset Book Accounting	Allows an asset to be depreciated differently to meet various reporting requirements. An Accounting Asset Book posts to one and only one Book Code. Each book tracks the financial transactions, performance, and valuation of a specific asset class.	In Scope
Asset Sharing	Asset sharing enables the ability to split asset cost and depreciation across multiple cost centers or other worktags	In Scope
Depreciation Profiles	Workday provided methods of deprecating methods	Up to 10
Asset Book Rules	Asset book rules identify assets and assign depreciation profiles	Up to 10
Leased Assets from Supplier Contract	Assets tied to a lease from supplier contracts.	In Scope
Pooled Assets	Assets that consist of a group of similar tangible items that you register as a single asset in Workday	In Scope
Asset Adjustments	Asset cost & in-service date adjustment events	In Scope
Asset Tracking	Assets tracked separately without affecting any accounting activities	In Scope
Asset Transfer	Event that allows for the transfer of assets from one worker, location, or worktag to another	In Scope
Asset Reclassification	An event that provides the ability to change spend categories and other details for capital assets with posted depreciation, reclassify the spend category	In Scope
Work in Progress Capital Assets (Projects - Related)	Assets tied to the capital projects.	In Scope
Asset Book	For accounting and reporting purposes (i.e., tax or alternate accounting books)	2 Included (1 Accounting and 1 Other for reporting purposes)
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10

Functional Area	Feature Definition	Scope Assumptions
Modifiable BPs		Asset Registration
Data Conversion	Current Assets that are registered within the company. It is best to clean out the registry and not bring over disposed assets	Issued assets and actively depreciating capitalized assets only. Active capitalized assets only up to 5,000 assets.

Expenses

Functional Area	Feature Definition	Scope Assumptions
Expense Reports for Workers	Allows for workers to submit reimbursable and credit card expenses	In Scope
Mileage Rates	Mileage rates held in a mileage rate table assigned to an expense item	Up to 1
Expense Report Payment	Method of settling expense report payment obligations	In Scope
Create Delegation	Delegating admin rights to approve and execute expense reports	In Scope
Workday Delivered Expense Item Attributes	Workday Delivered attributes tired to a specific expense item	In Scope
Configurable Expense Item Attributes	Configurable reporting attributes tied to a specific expense item	Up to 5
Expense Report Instructions	Configured user instructions to provide a communication to user during expense report entry (Spend Instructions - Expense Report)	In Scope
Mobile Enablement	Enable Workday mobile apps for Expenses to collect receipts and submit expense reports	In Scope
Payment Election	Allows users to enter payment elections utilizing self-service	In Scope
Expense Report for Pre-Hire	Enable Create Expense Report event to detail expenses incurred by pre-hires to report and analyze company spend	In Scope
Guest	Enable Create Expense Report event to detail expenses incurred by guests to report and analyze company spend.	In Scope
Custom Validations	Data validations on Expense Reports	Up to 10 Custom Validations
Expense Rate Table	Expense rate tables are used to determine eligibility and reimbursement amounts for expense items on expense reports, such as a mileage rate tables and per-diems.	Up to 5

Functional Area	Feature Definition	Scope Assumptions
Simple Per Diem (non-Travel Journal)	A straightforward and fixed daily allowance given to employees to cover expenses while traveling for work. Workers can use a spend authorization to request a cash advance for anticipated expenses. After you settle cash advances and process worker payments, workers can link the spend authorization with the cash advance request to an expense report.	Up to 10
Any Credit Card Integrations in Scope for Expenses related to Worker T&E Expenses Only	Setting up and integrating credit card processing capabilities within the system, exclusively for managing T&E transactions made by employees ensuring any credit card transactions related to employee T&E are seamlessly captured, processed, and reconciled.	If Integration is In Scope
Modifiable BPs		• Expense Report Event • Spend Authorization Event • Payment Election Enrollment Event
Data Conversion		Worker Payment Elections for Expense Payments only

Procurement

Functional Area	Feature Definition	Scope Assumptions
Requisition	Provides a method for worker to request the purchase of goods/services	In Scope
Purchase Order	Provides a method for sending purchasing document to supplier	In Scope
Change Order	Create change orders for issued purchase orders	In Scope
Receipt Accruals	Configuration to accrue purchase order lines that have been received but not invoiced	In Scope
Punchout Configuration	Catalog capability to access supplier punchout website Note – This is the functional effort. Need to ensure integrations are included in the Integrations section of the SOW.	Up to 3

Functional Area	Feature Definition	Scope Assumptions
Procurement Credit Card		In Scope, if on integrations list
Supplier Invoice Matching	Process that determines variances between supplier invoices and related business documents, including supplier invoice lines that exceed quantities or amounts of purchase order lines	In Scope
Supplier Contracts	Provides spend vehicle for procuring goods and services. Allows for scheduled and manual purchase orders and supplier invoicing.	In Scope
Lease Contracts	Set up supplier contract that includes Financial and Operating leases	In Scope
Purchase Order (Standard Layout)	Workday delivered Purchase Order layout only	WD Delivered
Receipt	Receive goods and services from Purchase Order lines	In Scope
Sourcing	Requisitions sourced to purchasing documents	In Scope
Return to Supplier	Return goods to suppliers	In Scope
Matching Override	Define reasons for workers to request an override for supplier invoices in match exception	In Scope
Supplier Contract Amendment	Make changes to an existing supplier contract	In Scope
Payment Retention	You can set up payment withholding to capture and track payment amounts using purchase orders and supplier contracts	In Scope
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Modifiable BPs		• Requisition Event • Change Order Event • Purchase Order Event • Supplier Accounts Match Event • Supplier Accounts Match Exception Override Event • Supplier Contract Event • Supplier Contract Amendment Event

Functional Area	Feature Definition	Scope Assumptions
Data Conversion		• Up to 100 Open Purchase Orders (includes both goods and services) • Up to 100 Open Supplier contracts • Receipt for Open Approved Purchases Orders

Customer Accounts

Functional Area	Feature Definition	Scope Assumptions
Customer Invoice	An electronic or paper document used to charge customers for goods and services.	Up to 1 Customer Invoice Layout (Configured using Delivered Business Form (no customizations))
Customer Payment	An electronic or physical payment by a customer for goods and services	Included
Delivered Auto-Apply Payment Rules Only	Extended Payment Application Rule Set	Up to 8
Intercompany Invoice	Ability to raise invoices to affiliated entities not on Workday (or not in client tenant).	In Scope
Customer Invoice Maintenance	A set of standard predefined rules within the system that automatically determine how incoming payments should be applied to outstanding invoices or accounts receivable.	In Scope
Customer Statement (Standard Layout)	A report that details a customer's open balance, open invoices and payments	Up to 1 Customer Statement Layout [Configured using Delivered Business Form (no customizations)]
Cash Sale	Sales conducted in cash vs electronic payments	In Scope
Customer Refund	Business process that determine how customer refunds are handled	In Scope
Deferred Revenue Recognition	Revenue recognition schedule using deferred revenue templates	In Scope
Customer Deposit	Customer payment deposited on a bank account	In Scope
Bad Debt Write Off	Method of writing off customer open balances	In Scope

Functional Area	Feature Definition	Scope Assumptions
Receivable Aging	Tracking and reporting of the open customer invoices by time period	In Scope
Collections and Dispute Activities	Tracking and reporting of customer collections and dispute activities	In Scope
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Tax	Tax codes, rates, & authorities	As outlined in Supplier Accounts section
Modifiable BPs		• Customer Invoice Event • Customer Invoice Email Event • Bad Debt Write Off Event • Customer Refund Event • Customer Event
Data Conversion		• Only Customers with activity within the last 6 months preceding go-live date. • Open Account Receivables Items in transaction currency.

Projects

Functional Area	Feature Definition	Scope Assumptions
Project	Objects that enable you to effectively plan, track, and manage work	In Scope
Workday Standard Project Reports	Workday provided project reporting	WD Delivered
Task	Tasks are associated to projects	In Scope
Project Resources	Resources that can be assigned to a project	In Scope
Idea	Task that allows users to submit an idea for work/project that supports an overarching organization goal	In Scope
Standard Cost Rate Sheets OR Fully Burdened Cost Rate	Standard Cost Rate Sheets use a combination of Project Cost Rate Rules to assign an internal hourly cost rate to workers that match said combination	In Scope
Project Cost Rate Rules	Condition rules that will drive costing functionality when using Standard Cost Rate functionality	Low to Medium Complexity up to 3 dimensions

Functional Area	Feature Definition	Scope Assumptions
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Modifiable BPs		• Create Project • Verify Capital Project Expense • Resource Plan Line
Data Conversion		• Active Projects (up to 500) • Project Plan • Resource Plan • Task Resource

Financial Planning (previously Adaptive)

Product	Description	Scope
Financial Planning	Structure	Budget and Forecasting time strata will be 5 years at minimum.
		All planning periods will use a common / single methodology.
		All planning will be in months, quarters, and years. Weekly planning is out of scope.
		One Chart of Accounts structure, one calendar, and a common set of templates and processes across the organization
		Up to 20 Legal Entities will be supported
	Revenue	Up to 2 driver-based revenue models and up to 2 revenue input sheets with up to 4 Dimensions each (each Sheet provides a single interface to view, enter, and update data). Specific revenue Models to be identified during Architecture phase.

	Operating Expense	Up to 100 individual accounts planned by formula or historical adjustment factor are included. Up to 5 supporting schedules with line-item row detail (E.g., vendor)
	Position Budgeting	2 Personnel Expense models (current roster and open positions) With up to 3 Employee Groups (Salary, Hourly and Contingent Labor). Up to 50 total calculations across personnel models (Capitalized labor is not included).
		Manual Data Entry for Transfers, Splits, Planning Allocations by Level (Single-Step, Not Sourced from Payroll data)
		Fringe Benefits and Tax Rates
		Merit and Bonuses are calculated as a percent of total pay based on role, worker, or by total organization.
		Budgeting vacant positions, calculating position costs based on incumbents, and raises, transfers, steps, etc. and budgeting for various position types.
	Capital Budgeting	Ability to classify and rank capital projects, apply inflation factors for future years, and track expenses by project, sub-project, and phase. Users can prepare capital budgets on a rolling 5-year basis and link funding sources to specific capital requests.
	Scenario and Forecasting	Multiple budget forecasts, generate multi-year expenditure estimates and scenarios.
	Deployment Approach	The Adaptive structure will be loaded manually, PeopleSoft data

		will be manually loaded in Adaptive initially. Once automated integration to PeopleSoft is complete additional historical actuals will be populated in Adaptive.
		The system will support budget request submission and approval workflows, allowing users to submit requests for operating budgets, capital projects, or new positions. Users can attach supporting documentation, review previously denied requests, and request fund transfers between accounts with approval. Budget preparation allows for zero-based or prior year budgets.
		Manage budget thresholds, restrict transfers between accounts, and perform funds availability checks at the project or account level.
	Financials and HCM Data Integration	Strada will configure the automatic synchronization of the following data from Workday: Levels, Dimensions & Attributes, GL trial balance - Current personnel roster - Open positions / requisitions - Matrix Report for General Ledger Drill Through
	Security	Enable security on Levels and configure Dimensional Access Control for up to one additional dimension
	Reporting	One Income Statement Format (account / dimensions) that incorporates all templates and business logic Up to 10 KPI’s. Additional reporting to be developed during Architect phase and will include HTML, Dashboards, and OfficeConnect.

		Conduct 3 reporting workshops (up to two hours each) to walk-through building reports/dials/dashboards.
	Training and Enablement	Knowledge transfer and documentation provided for all planning models built using Strada's documentation format and tools (1 page per model)
		End-user documentation and end user training is excluded
		Final review & testing: Support of Customer UAT scripts development
		Admin training: includes training for up to 5 power users on administrative responsibilities and maintenance of the system for up to 4 hours.
		Post-Production support: 3 weeks of support for up to 10 hours per week
	Out of Scope	Financial Consolidations (unless purchased via Additional Scope) Forecasted Balance Sheet & Cash Flow Statements are out of Scope

Prism

Accounts for six historical use cases

Functional Area	Functionality	Assumption
Prism	External files (Customer defined layout)	Delimited flat file(s) per use case
Prism objects/ETL datasets	Base tables	6 Total: 1 per use case (depending on data volume, extracts may need to be batched prior to load)
	Derived datasets	6 Total: 1 per use case
	Published datasets	6 Total: 1 per use case
Reporting	Custom report	6 Total: 1 per use case
	Dashboards	Excluded
	Scorecards	Excluded
	BIRT reports	Excluded

Functional Area	Functionality	Assumption
	Discovery Board visualizations	Excluded
Integrations	Workday Connectors (cloud connect or core connectors)	Excluded
	EIB integrations	Excluded
	Prism integrations	Excluded
Security	Enable the Workday delivered Prism functional area, Security Domains and Assignable Roles.	Included
	Enable one Custom Security Domain or apply one existing Security Domain to secure the Prism published data source.	Included
	Create a new Prism Administrator security group and enable required access to the Workday delivered Prism Security Domains.	Included
	Enable one of following organizations as securing entities (Company, Cost Center, Location, or Supervisory Organization)	Excluded
	Enable a separate Security Domain for specific packaged fields.	Excluded
Analytics Enablement Session	Provide a 1-hour analytics enablement session to demo full Prism capabilities and review accelerators and or more sophisticated customer use cases.	Included

Accounting Center

Use Case: Utility Billing and Cashiering	
Description	1) Customer account/billing/payment details (names, IDs, dates, account type, meter readings, payment dates, payment types, etc.) and work order details (resources, labor details, etc.) are loaded into Workday Prism. Data is blended with Workday data (hourly rates, project ids, etc.) to add additional details and calculate operational costs. 2) Import Cashiering transactions (names, IDs, account types, transaction types, payment dates, payment types, etc.) 3) Data is mapped to key dimensions and chart of accounts in Workday. Data is pushed though Accounting Center to record revenue as journals. 4) Data is available for reporting, KPI measurements and visual dashboards. All data is available in one system, allowing key stakeholders (Accountants, A/R, Controller, CHO, etc.) to review/maintain data in one financial system.

External Source and Journal	1 Source System - SpryPoint
Data	Data will be imported into Workday via an API integration to import transactions into Prism/Accounting Center
Data Cleansing	All data will be validated and confirmed by Petaluma to process into Accounting Center
Data Transformation	Workday will perform data transformation services in Prism to enable processing in Accounting Center
	Medium Transformation
Worktag Mapping	Workday will perform up to 6 worktag mappings
	Any additional worktag mappings will be performed by Customer
Account Posting Rules	Workday will create up to 5 Account Posting Rules
	Any additional Account Posting Rules will be performed by Customer
Reporting	Up to 3 Custom Reports and 1 discovery board with up to 5 visualizations
Integrations	(1) Prism integration for Accounting Center processing to support the (1) source system data

Custom Reporting

Module	Module Sub-Group	Functionality	Scope
HCM	Reports	Complete suite of Workday delivered reports for in-scope Functional Areas as supported by the current commercially available Workday release	In scope
		Fit Gap Analysis for Legacy Reporting Requirements - Using Client provided key report inventory and report samples, Strada will work with Client to define custom report needs, hours effort estimates, and priority. Strada will identify which Workday delivered reports can be cloned and modified to meet Client's reporting needs, and when a custom report would be required. Output from this assessment will be a ratified report inventory.	Up to 40 hours

Module	Module Sub-Group	Functionality	Scope
		Reporting Pool Hours - Prior to the development of any custom reports, Strada will conduct a requirement gathering workshop(s) for the identified scope. Client will be responsible for completing Strada's report questionnaire as input to requirements gathering workshop. The business requirements document will serve as the blueprint for the design and build of each report. Strada will develop custom reports based on priority until any remaining reporting pool hours have been used, if applicable. Any remaining custom reports not covered by the reporting pool hours that the Client would like developed can be included as part of the standard change order procedure. HCM custom reporting pool can be utilized for: • Knowledge Transfer to assist Client in building custom reports. • Custom Dashboards including Workday delivered reports or custom reports. • Custom business form layouts delivered via Workday Studio Report Designer (BIRT)* *Custom Business Form Layouts delivered via Workday Studio Report Designer.	Up to 100 hours

Module	Module Sub-Group	Functionality	Scope Assumption
FINS	Reports	Complete suite of Workday delivered reports for in-scope Functional Areas as supported by the current commercially available Workday release.	In scope
		Fit Gap Analysis for Legacy Reporting Requirements - Strada will lead a reporting workshop to assess the fit/gap between Client's existing report inventory from current legacy system(s) and that of Workday delivered reports/Strada's Point of View (POV) reports. Client will be responsible for providing current state report inventory to facilitate assessment. Output from this assessment will be a ratified report inventory.	Up to 40 hours

Module	Module Sub-Group	Functionality	Scope Assumption
		Custom reporting - Prior to the development of any custom reports, Strada will conduct a requirements gathering workshop(s) for the identified scope. Client will be responsible for completing Strada's report questionnaire as input to requirements gathering workshop. The business requirements document will serve as the blueprint for the design and build of each report. Strada will develop custom reports based on priority until any remaining reporting pool hours have been used, if applicable. Any remaining custom reports not covered by the reporting pool hours that the Client would like developed can be included as part of the standard change order procedure. Custom reporting pool can be utilized for: • Knowledge Transfer to assist Client in building custom reports • Custom Reports and/or Worklets • Custom Dashboards including Workday delivered reports	260 hours
	Financial Statements	Standard Scope includes Balance Sheet, P&L/Income Statement, Trial Balance Report.	In Scope

Client reporting resources are strongly encouraged to complete Workday's Report Writer training class prior to the reporting test phase. Strada does not provide Report Writer training. Client will be responsible for the migration of Custom Reports created by the Client team.

The table below is an estimate of report development hours based on complexity to be used as a guideline for Client's reporting scope requirements. Hours are comprehensive per report and include the effort required for the requirements assistance, design, configuration, and testing of each report.

Complexity	Reporting Scope Description
Low	Low complexity report with a single data type per report (Demographic, Benefits, Payroll, etc.)
Medium	Matrix or Advanced Report
High	Report with more than 1 component (transformation, multiple report consolidation, Pre-defined Excel with formulas, PDF output, etc.). All BIRT and Composite reports.

Data Conversion

1. The following Tenant builds, and associated conversions will be completed for this effort by Strada:
    1. Foundation Tenant build used for Architect activities
    2. Configuration build used for Configure and Prototype activities
    3. End-to-End Tenant build used for test activities
    4. Parallel build used for parallel test activities
    5. Gold/Pre-Production Tenant build used for Deploy activities

2. Strada personnel will provide guidance to the Client in order for them to complete any legacy system extracts needed to support the functional scope defined above.
3. Client is responsible for providing conversion and configuration data in the required data gathering format. All data extract files will be submitted in the pipe-delimited, UTF8, text file-format. Client acknowledges that provided files that do not meet this format will require additional work and support from the Strada resources. This will result in additional effort to be reviewed and resolved through the Change Control process.
4. Client will provide all files in time to support the project timeline and duration. Any source-data errors encountered will be Client's responsibility to correct.
5. Data will be transmitted to Strada via secure File Transfer Protocol (sFTP) and will be loaded to an Strada owned secure server. Once conversion into the Workday tenant has completed for the related tenant build the data will be deleted from the secure server.
6. Client is responsible for data validation of all files converted into the Workday tenant to ensure accuracy.
7. All data will be loaded into the tenant utilizing Workday approved web-services. Client is responsible for all non-web-service based conversion activities. This includes but is not limited to any enterprise-interface-builder (EIB) files and manually keyed catch-up transactions. Catch-up transactions include all modifications in client datasets between the extraction point-in-time for the tenant build and the release of the tenant by the Strada team. Strada conversion and functional resources support this effort through answering questions on load nuances and assisting in error resolution.
8. No data scrambling will be required to fulfill the effort defined in this Statement of Work.
9. The SOW assumes Client ownership of updating invalid data, headers, and file format of submitted conversion files with minimal Strada manipulation of client delivered information. Additionally, by default Strada will not perform reloads of major conversion files after the final data due date for each prototype/sandbox/gold conversions. If such reloads or further data clean-up/reload time are needed, these should be discussed and are subject to a Change Order.

Integrations

Workday provides an integration platform that can be configured to enable the extraction and loading of data in a variety of required formats and using industry-standard protocols.

Integrations Assumptions

1. For inbound integrations (data originates in an external system and is loaded into Workday), Client or related third party will be responsible for providing the data in a Workday-specified format.
2. For outbound integrations (data originates in Workday and is sent to an external system), the integration owner will be responsible for the effort required to extract the data out of Workday into the format required by Client or related third party.
3. For bidirectional integrations both in/out happen within the same integration process and therefore would count as a single integration. The Integration owner and related third-party will be responsible for providing the data in a Workday-specified format.
4. Strada and Client will use Strada's proprietary integration tracking tool to capture requirements, store designs, track status and track defects on each integration that is in scope.
5. Client and Strada will finalize the inventory of integrations in the project scope by the completion of the Plan stage. The inventory will identify the integration, the direction of the integration and the integration technology used.
6. Any integration added to scope after the completion of Plan Stage will be documented through the Change Order procedure and will be delivered after the Workday live date at a date identified in the Change Order.
7. For inbound integration, the integration owner will build and unit test each integration during the Architect & Configure Stage based on a mocked-up file. When possible, the integration owner will receive

and load a file from the vendor to ensure that it passes basic formatting, transmission and structural needs. If not possible in the Architect & Configure stage, this will be done as part of End-to-End testing.

8. For outbound integrations the integration owner will send a file to the vendor to compare the produced file to ensure that it passes basic formatting, transmission, and structural needs. If not possible in the Architect & Configure stage, this will be done as part of End-to-End testing.
9. Client will be responsible for executing all End-to-End integration testing during the Test stage. End-to-End Testing for integrations is the process of having scenarios flow from entry into Workday through to the creation of data in an outbound file or the inverse of validating that data received in an inbound file for specific scenarios has created the expected results in Workday.
10. Strada will demonstrate to Client how to run the integrations for testing for all Strada owned integrations
11. Strada will support testing during the Test stage for each defect logged. If a defect goes beyond the current documented requirement, an enhancement will be documented and may be delivered after Live Date depending on complexity.
12. Client will provide testing signoff for each integration prior to the end of the Test stage.
13. Strada will facilitate knowledge transfer sessions to transition integrations to the appropriate Client resources during the Deploy stage to validate the customer is able to successfully run integrations and interpret basic results for all Strada owned integrations.
14. All in-scope integrations with approved requirements will be expected to go live within the deployment timeline unless specified directly in this SOW.
15. Client will own and manage all interaction with third party vendors outside of Strada and Workday.
16. Client assumes responsibility for any delays incurred by third party vendor's inability to meet project timelines.
17. All integrations will be migrated twice, once as part of the End-to End Tenant build, and once as part of the Gold/Pre-Production Tenant build.
18. All integrations are scoped by Strada to be built on the Workday integration platform (e.g., Workday Cloud Connect, Core Connectors, EIB, Studio). In the case where Client wants to build an interface using a different platform, via middleware or otherwise, this decision must be vetted to compare overall cost and timeline and may require a change order to proceed.
19. All integrations are assumed to use Workday's integration framework accelerators and connectors as appropriate. Examples include the HCM change framework and the Workday payroll interface framework. The Workday payroll interface framework returns information sufficient to process the current pay period. The Workday payroll interface framework may consist of full employee extract files or employees' data change files that contain employee demographics, job, organization, compensation, earnings/deductions, and direct deposit data. We also assume Workday Cloud Connect Benefits connectors will be used if available. Any custom interface not accomplished using the framework accelerators may result in additional effort. For Cloud Connect integrations, Strada will be responsible for configuring, testing, and deploying the integrations with build performed by Workday as part of Workday's packaged Cloud Connect network.
20. All integrations will go live with their corresponding functional deployment. Any change in schedule or timeline will be subject to the Change Order Process.
21. If not already conducted, Strada recommends an assessment of all integrations listed to determine if the transaction volumes for each warrant the development of an automated integration.
22. Unless otherwise specified in integration assumptions, Strada is not responsible for loading information directly into the target system or for extracting information directly from the target system.
23. Where a client or the client's vendor will build an API to access Workday data via web service, Strada will provide minimal/basic input on Workday's API framework but expects the client or vendor to have sufficient and applicable expertise around API usage.

Integration Types

The following table describes the categories of Workday integration templates available for configuration with related type and assumed complexity.

- Core Connector: Workday's generic output integration templates also referred to as Framework
- Custom EIB: Workday's custom integration platform templates using the Enterprise Integration Builder (EIB)
- Custom Studio: Workday's custom integration platform templates using the Studio development tool.
- Workday Public Web Services: Workday's delivered application programming interface (API) services
- Reports as a Service: Workday's integration technology allowing reports to be exposed through public APIs
- Cloud Connect: Workday's vendor-specific integration templates also referred to as Packaged. Cloud Connect integrations use standardized formats (e.g., HIPPA 834/5010; NACHA) or proprietary formats developed for each vendor. If the format required does not currently exist in a Cloud Connect network, Strada will submit a new development request to Workday.

Integration complexity is determined by: Data Volume, Integration to/from Workday, a.k.a. "Boomerang Integrations", API vs. File, Formatting Requirements, Pre-processing steps, and Auditing.

The following table describes how these integration types relate to assumed development complexity:

Integration Complexity	Estimated Hour Range
Low	20-59
Medium	60-79
High	80-99
Very High	100+

Integration Inventory

Based on Strada's understanding of Client's requirements, Strada has estimated:

Integration Type	Assumptions
Strada	41
Shared	0
Client	0
Total Integrations	41

Integrations not explicitly listed in the integration inventory are considered out of scope, the specific integrations in scope are:

Integration Number	Integration Name	Direction	Complexity	Owner	Area
INT001	Exchange Bank ACH CCD Payments Outbound	Outbound	Low	Strada	FINS
INT002	Exchange Bank Positive Pay Outbound	Outbound	Low	Strada	FINS
INT003	Exchange Bank Statements Inbound	Inbound	Low	Strada	FINS

INT004	Okta Account Provisioning	Bi-Directional	Low	Strada	HCM
INT005	US Bank (for CAL-Cards) Procurement Cards Inbound	Inbound	High	Strada	FINS
INT006	Procore Work Order System	Outbound	Medium	Strada	FINS
INT007	Procore Work Order System	Outbound	Medium	Strada	FINS
INT008	Procore Work Order System	Inbound	High	Strada	FINS
INT009	Docusign	Bi-Directional	Low	Strada	HCM
INT010	CrewSense - Timekeeping Inbound	Inbound	Very High	Strada	HCM
INT011	OpenEdge - Accounting Journals Inbound	Inbound	Very High	Strada	FINS
INT012	Schedule Express - Timekeeping Inbound	Inbound	Very High	Strada	HCM
INT013	Burnham COBRA Provider Outbound (Rights)	Outbound	Medium	Strada	HCM
INT014	Burnham COBRA (events)	Outbound	Medium	Strada	HCM
INT015	SSO/SAML (Okta)	Outbound	Low	Strada	HCM
INT016	Payroll ACH (PPD) Payments Outbound	Outbound	Low	Strada	HCM
INT017	Laserfiche – Supplier Invoices Outbound	Outbound	Low	Strada	FINS
INT018	E-Verify	Bi-Directional	Low	Strada	HCM
INT019	Punchout - Amazon	Bi-Directional	Medium	Strada	FINS
INT020	Punchout - OfficeDepot	Bi-Directional	Medium	Strada	FINS
INT021	Punchout - CDW	Bi-Directional	Medium	Strada	FINS
INT022	Lefta – Employee Demographics Outbound for Police Department	Outbound	Low	Strada	HCM
INT023	CALPERS Employee Demographics outbound – health, dental, vision - Eligibility	Outbound	Medium	Strada	HCM
INT024	CALPERS Employee Pension Contributions outbound	Outbound	Medium	Strada	HCM
INT025	CALPERS 457 outbound	Outbound	Medium	Strada	HCM
INT026	CALPERS Loans Employee Demo outbound	Outbound	Medium	Strada	HCM
INT027	CALPERS Loans Inbound	Inbound	High	Strada	HCM
INT028	Metlife Vision Outbound	Outbound	Medium	Strada	HCM
INT029	Metlife Dental Outbound	Outbound	Medium	Strada	HCM
INT030	New York Life and ADD	Outbound	Medium	Strada	HCM
INT031	New York Life Supplemental	Outbound	Medium	Strada	HCM
INT032	EAP Concern	Outbound	Medium	Strada	HCM
INT033	Navia HSA	Outbound	Medium	Strada	HCM
INT034	AFLAC	Outbound	Medium	Strada	HCM
INT035	MissionSquare 457	Outbound	Medium	Strada	HCM

INT036	Empower 457	Outbound	Medium	Strada	HCM
INT037	SpryPoint Financial Foundational Data-Chart of Accounts	Outbound	Medium	Strada	FINS
INT038	SpryPoint Workday Asset Outbound	Outbound	Low	Strada	FINS
INT039	SpryPoint Customer Rebate AD HOC Payments for 1099 Outbound	Outbound	Low	Strada	FINS
INT040	SpryPoint Journals Inbound	Inbound	Medium	Strada	FINS
INT041	SpryPoint ADHOC Payments Inbound (Customer Refunds)	Inbound	High	Strada	FINS

Strada Owned Approach

Strada fully owns the requirements gathering, design, building testing and migration of integrations. These integrations will be denoted as “Strada” in the integration table.

Assumption	Description
Ownership of Cloud Connect	The development of Cloud Connect interfaces must be owned by Strada per Workday's guidelines.
Requirements and design	Strada will be responsible for requirements gathering.
Migration of configuration	Strada will migrate these integrations.
Development, testing and support	Strada will own the development, testing and support of these integrations.

RACI Assumptions

The table below outlines major tasks that are completed during each stage of the Workday implementation. One of our important tools for tracking roles & responsibilities is the Responsibility Assignment Matrix (RACI matrix). RACI stands for:

- Responsible—Who is/will be doing this task? Who is assigned to work on the task?
- Consulted—Anyone who can tell me more about this task? Any stakeholders already identified?
- Informed—Anyone’s work depends on this task? Who has to be kept updated on the progress?
- Accountable—Who is responsible if this goes wrong? Who has the authority to make the decision?

Pre-deployment Readiness

Pre-Deployment Readiness Services	Strada	Client	Deliverables
Stakeholder Interviews Conduct up to 8 interviews with key HRIS/IT, operations, and functional leaders to identify potential risks to the project, business concerns, etc.	R/A	C/I	Stakeholder Interview Summary

Project Readiness Conduct up to 5 1.5-hour Readiness workshops covering: resource planning, scope, and timeline, guiding principles, decision making and governance, touch points, foundational decisions, preparing for key activities and your deployment experience.	R/A	C/I	Facilitate readiness meetings with Client core team Session materials and identification of RAID (Risks, Actions, Issues, Decisions) items
Change Management Readiness Workshops Conduct up to 2 1.5-hour Change Management workshop sessions to review Strada's change management approach and framework for Workday deployments. Discuss roles and responsibilities to initiate discussions on early CM priorities.	R/A	C/I	Change Management approach and framework overview material Session materials and identification of RAID items
Data Conversion Approach Conduct up to 2 1.5-hour Data Conversion Session to discuss data conversion needs associated with deployment and define data conversion approach. Review data elements needed for initial data conversion and current state data sources	R/A	C/I	Data conversion approach Session materials and identification of RAID items
Foundation Data Conversion Workshops Conduct up to 4 30-minute Data Conversion Using the Strada Workday conversion templates as guide, Strada will support this process in answering questions about the templates and about Workday.	R/A	C/I	Data conversion guidance framework Session materials and identification of RAID items
Integrations Overview and Inventory Alignment Conduct up to 2 2-hour Integrations Overview Session to review integrations delivery approach, integrations inventory, ownership alignment, and identify potential integration risks and opportunities	R/A	C/I	Integration approach, integrations inventory, and ownership alignment Session materials and identification of RAID items

Deployment

Plan			
Workstream	**Key project tasks & deliverables**	**Strada**	**Client**
Project Governance	Workday Client onboarding	C/I	R/A
	Identify Client Core Project Team, Client Domain Leads, Key Decision Makers, Steering Committee Members	C/I	R/A
	Schedule and attend Workday Training for Core Project Team	C/I	R/A
	Manage Client resources for project related activities	C/I	R/A

	Define Project Governance Structure • A governance model, which is formally established by adoption of the project plan, contains integrated meeting details that establish the frequency, inputs, objectives, outputs and attendees for all levels. • Establish the ownership of responsibilities for the team resources at all defined levels, providing clarity on who is responsible for what and that escalation procedures, when required, are agreed upon.	R/A	C/I
	Draft project plan • A document that contains the details of the project activities, owners and completion dates. Strada will provide a template that will serve as the project schedule's foundation.	R/A	C/I
	Establish project repository	R/A	C/I
	Conduct project kickoff meeting • Verification that both Client and Strada have a consistent understanding of project goals, objectives and timeframes. • Executive sponsorship is formalized, and project communication strategy is shared. • The Strada Project Manager will educate the Client project team on how to work with Strada and review key artifacts used throughout the project.	R/A	C
	Develop Tenant Management Plan	R/A	C/I
	Manage Strada resources for project related activities	R/A	C/I
Functional	Provide **Initial Prototype Build Data Gathering Workbook** • A template of the key data elements required to build the Foundation Tenant.	R/A	C/I
	Completed Initial Prototype Build Data Workbook • Template with all required fields populated by Client with current data from their legacy application and returned to Strada for configuring the Initial Prototype.	C/I	R/A
	Build Initial Prototype—Foundation Tenant • Initial Workday Prototype configured using the completed Data Gathering Workbook. • This prototype will be used during the project kickoff and requirements workshops.	R/A	C/I
Integrations	**Integration Questionnaires walkthrough** • Prior to the end of Plan, Strada to execute integration questionnaire walkthrough with Client.	R/A	C/I

	Completed Integration Questionnaires • Prior to the end of Plan, Client to complete integration questionnaire for the Integration Requirement Finalization sessions.	C/I	R/A
HCM Custom Reporting Fit/Gap	**Reporting Workstream Initiation** • Strada provide HCM report inventory template and conduct walkthrough with Client.	R/A	C/I
	Client adds requested HCM reports and report samples to HCM report inventory .	C/I	R/A
	Strada schedule reporting discovery workshop and fit/gap working session(s).	R/A	C/I
FIN Custom Reporting Fit/Gap	Reporting Workstream Initiation • Strada provide FINS report inventory template and conduct walkthrough with Client.	R/A	C/I
	Client adds requested financial reports and report samples to the FIN report inventory.	C/I	R/A
	Strada schedule reporting discovery workshop and fit/gap working session(s).	R/A	C/I
Conversion	**Compile and deliver Foundation Tenant data** • A small subset of data for the full population used for demonstration purposes throughout the requirements workshops.	C/I	R/A
	Convert Foundation Tenant data • This prototype will be used during the project kickoff and the requirements workshops.	R/A	C/I
Production Preparedness	**Conduct** Production Preparedness Kickoff • Educate the Client project for life in Production and discuss the meetings throughout the project.	R/A	C/I
Testing - Essential with Automation	Designate a dedicated, full-time Client Testing Lead to manage and oversee Client test deliverables	C/I	R/A
	Prepare Testing Introduction with Unit Test resource estimators	R/A	C/I
	Prepare Testing workstream kick off materials	R/A	C/I
	Conduct Testing workstream kickoff session	R/A	C/I
	Populate Project Plan aligned to key milestone dates	R/A	C/I
	Complete Program Administration tasks - update weekly status report and project plan, attend status meetings	R/A	C/I
	Finalize Project Plan in coordination with Client Testing Lead	R/A	C/I
	Develop overall Workday training plan for testers	C/I	R/A
	Identify Client testing resources (Functional & Integration for Unit Test and End-to-End)	C/I	R/A
	Schedule and run regular Test Lead Planning meetings with Client Test Lead counter-part and Project Managers	R/A	C/I

Change Management – Lead and Execute	**Change Management Kickoff** • Review scope and change journey • Review of Strada-provided change management artifacts, tools and templates. • Alignment on team roles & responsibilities	R/A	R/C
	Change Management Strategy Establish the overarching framework for the Change Management workstream, including: • Framework for delivery • Success measures • Risks to adoption • High-level timeline	R/A	R/C
	Stakeholder Analysis • Analysis to determine specific stakeholders and stakeholder groups that require regular change management interaction throughout the deployment. **Note:** *Stakeholder Analysis is a living document that will be maintained throughout the course of the project.*	R/C	R/A
	Change Management Work Plan Development and ongoing management of work plan for the Change Management workstream.	R/A	R/C

Architect & Configure			
Workstream	**Key project tasks & deliverables**	**Strada**	**Client**
Project Governance	**Finalize project plan**	R/A	C/I
Functional	**Conduct Foundational Blueprint, Design/Configuration workshops**	R/A	C/I
	Populate Configuration Data Gathering Workbooks (Templates) • The Configuration templates are used to document Configuration being delivered and decisions captured during working sessions.	C/I	R/A
	Conduct Business Process workshops • Using Strada POV Workday optimized business processes as a starting point, Strada will conduct Business Process workshops to demonstrate delivered business processes and analyze, optimize and document any changes to the selected business processes as described in the Project Scope.	R/A	C/I
	Complete Design/Configuration workbooks	C/I	R/A

	Conduct Reporting discussions • Strada will conduct discussions to review available Workday-delivered and Strada POV-delivered reports. Further discussions will be had to identify what custom reports might be needed in addition to what is already delivered.	R/A	C/I
	Complete Custom Report Requirement templates • The Report Requirement templates are used to document the desired criteria, fields and sorting to be used when building the reports.	C/I	R/A
	Complete Knowledge Transfer plan	R/A	C/I
	Build Configuration Tenant • Configuration Tenant built based on the information collected in the Requirements Workshops. • This build includes configuration data, as well as full worker data provided by Client in the Data Gathering workbooks	R/A	C/I
	Conduct Unit Test / Client Confirmation sessions • Facilitated session to review Configuration Tenant Build based on requirements gathered during the Requirements Workshops	R/A	C/I
	Conduct Unit Testing (Configuration Tenant) • The Client team is responsible for validating its accuracy using the Foundational Blueprint as a point of reference.	C/I	R/A
	Identify Required Configuration and Business Process Changes	C/I	R/A
	Payroll Lead - Draft Parallel Testing	R/A	C/I
	Payroll Lead Provides draft Payroll Parallel Schedule and Timeline	R/A	C/I
	Payroll Parties finalizes Parallel Testing Plan —including plan for catch up transactions, integrations and data load requirements / cycle exit criteria	R/I	R/A
Integrations	**Conduct integration requirement finalization workshops** • Strada will schedule and execute Integration Requirements workshops to review completed integration questionnaires and document further required information, including details of the integration data endpoints to draft requirements. • **Alignment of integration security approach.**	R/A	C/I
	Draft requirements for Strada-owned and Shared-development integrations documenting the business needs for each integration including data elements, file specifications and affected business processes for requirements approval. • Draft requirements for Client-owned integrations for requirements approval.	R/A	C/I

	Requirements approval and sign-off by Client prior to Strada commencing design of the integration.	C/I	R/A
	Create integration design documents for Strada-owned or integrations designated as Shared-development • For integrations designated as Shared-development, execute design walkthrough with Client.	R/A	C/I
	Identify and migrate PPD integrations from Strada PPD tenant to Client tenant	R/A	I
	Build and Unit Test Integrations Strada-owned • Any Strada-owned integration will be developed, and unit tested by Strada.	R/A	I
	Build and Unit Test Client-owned or Shared-development Integrations • Any Shared-development or Client-owned integrations will be developed, and unit tested by Client.	I	R/A
	Issue Resolution • Strada may request additional information on integrations during development and unit testing.	R/A	C/I
	Schedule Knowledge Transfer for Strada-owned Integrations for Testing	R/A	C/I
	Execute Knowledge Transfers of Strada-owned integrations for Testing	R/A	C/I
	Perform Integration Migration to Testing Tenant	R/A	I
HCM Custom Reporting Fit/Gap	Conduct initial Fit/Gap analysis for each report in report inventory	R/A	C/I
	Conduct reporting discovery workshop	R/A	C/I
	Conduct weekly working sessions to review Fit/Gap results to define custom report needs, hours effort estimates, and priority. Report design is not included.	R/A	C/I
	Client provide approval of list of custom reports from working sessions to be added to project scope, as appropriate.	C/I	R/A
	Strada provide reporting questionnaire and conduct walkthrough with Client	R/A	C/I
HCM Custom Reporting Pool	Client provide completed reporting questionnaire	I	R/A
	Conduct reporting requirements deep-dives	R/A	C/I
	Draft requirements for Strada-owned custom reports and provide to Client	R/A	C/I
	Client provide custom report requirements approval prior to Strada commencing build of the Strada-owned reports	C/I	R/A
	Build and unit test Strada-owned custom reports	R/A	C/I
	Build and unit test Client-owned custom reports	I	R/A

	Conduct weekly Client-owned custom report build support meeting, as required	R/A	C/I
	Perform migration of Strada-owned custom reports to testing tenant	R/A	C/I
	Perform migration of Client-owned custom reports to testing tenant	C/I	R/A
FIN Custom Reporting Fit/Gap	Conduct initial Fit/Gap analysis for each report in report inventory. Fit/Gap working session(s) include the following: • Review of each report to determine if it's a Delivered, POV, or Custom Report • Any modifications to the Delivered or POV reports will be a Custom Report	R/A	C/I
	Conduct reporting discovery workshop	R/A	C/I
	Conduct weekly working sessions to review Fit/Gap results to define custom report needs, hours effort estimates, and priority. Report design is not included.	R/A	C/I
	Client reviews delivered reports from Fit-Gap to determine if they meet requirements.	C/I	R/A
	Client provides approval of list of custom reports from working sessions to be added to project scope, as appropriate.	C/I	R/A
FIN Custom Reportin g Pool	**Conduct reporting requirements deep-dives**	R/A	C/I
	Draft requirements for Strada-owned custom reports and provide to Client	R/A	C/I
	Client provides custom report requirements approval prior to Strada commencing build of the Strada-owned reports	C/I	R/A
	Build, unit test and E2E test Strada-owned custom reports	R/A	C/I
	Build, unit test and E2E test Client-owned custom reports.	I	R/A
	Schedule knowledge transfer of Strada-owned custom reports	R/A	C/I
	Perform migration of Client-owned custom reports to testing tenant	C/I	R/A
Conversion	**Conduct Conversion Discovery workshop** • Strada will run a series of meetings to define scope, walk through the conversion extract templates and outline the conversion file delivery schedule.	R/A	C/I
	Create Conversion Strategy document • Document that details the data conversion approach and strategy for the project.	R/A	C/I
	Build Conversion extracts	C/I	R/A
	Deliver Conversion extract files	C/I	R/A

	Review of initial draft of Conversion extract files • Strada will review all draft conversion extract files and provide feedback to Client on what data has errors and what data does not meet standards.	R/A	C/I
	Perform Configuration Tenant Conversion	R/A	C/I
	Conduct Configuration Tenant Data Validation kickoff • Strada will facilitate an onsite session to walk Client through data conversion errors and provide a suite of reports to assist in data validation.	R/A	C/I
	Perform Configuration Tenant Data Validation • Client to execute a series of tasks to validate data and either confirm correctness or identify changes for next prototype.	C/I	R/A
Production Preparedness	**Conduct** Production Preparedness Workshop #1 • Review Support Model • Review Governance Support Model	R/A	C/I
	Conduct Production Preparedness Workshop #2 • Review Planned Support Resourcing • Review Governance examples	R/A	C/I
Testing – Essential with Automation	Draft, present, and refine Test Strategy	R/A	C/I
	Review, socialize, provide feedback, approve final Test Strategy	C/I	R/A
	Draft Configuration Unit Test Plan	R/A	C/I
	Deliver Configuration Unit Test Plan workshop	R/A	C/I
	Review and update Unit Test baseline scenarios by 1) replicating scenarios as needed to support testing of unique requirements by country, or business process differences defined in Architect workbooks and 2) assigning testers. Provide final version to Strada to load to Test Management tool (Jira)	C/I	R/A
	Ensure all Unit testers take Workday training	C/I	R/A
	Set-up Jira dashboards & reporting	R/A	C/I
	Load Unit Test scenarios to Jira	R/A	C/I
	Provide Unit Test Jira access and training to testers	R/A	C/I
	Prepare, refine and present Unit Testing kickoff in coordination with Client Testing Lead	R/I	A/C
	Attend Customer Confirmation Sessions	C/I	R/A
	Log and track Customer Confirmation Session issues in Jira	C/I	R/A

	Coordinate Unit testing logistics, meeting rooms, conference call details	C/I	R/A
	Deliver Unit Test execution kick-off and Jira training in joint coordination between Strada and Client testing Leads	R/I	A/C
	Execute Unit Testing	C/I	R/A
	Facilitate periodic Unit Test progress and bug review meetings as needed	C/I	R/A
	Attend and support Unit Test progress and bug review meetings as needed	R/A	C/I
	Log Unit Test results and bugs in Jira	C/I	R/A
	Resolve Unit Test bugs logged in Jira	R/A	C/I
	Support test teams with Unit Test bug logging & escalations	R/A	C/I
	Provide Unit Test metrics and reports	R/A	C/I
	Prepare and deliver Unit Test Exit Workbook for sign off	R/A	C/I
	Review Unit Test Exit Workbook and Sign off on Unit Testing	C/I	R/A
	Deliver End to End Test Plan workshop	R/A	C/I
	Provide End-to-End Planning and baseline scenarios	R/A	C/I
	Review automation End-to-End Test scenarios	C/I	R/A
	Finalize manual End-to-End Test scenarios	C/I	R/A
	Prepare data mining and staging of End-to-End Test population	C/I	R/A
	Data mine and stage End-to-End Test population	R/A	C/I
	Draft User Readiness Plan (optional)	C/I	R/A
	Ensure all End-to-End testers take Workday training	C/I	R/A
	Load End-to-End Test scenarios to Jira	R/A	C/I
	Provide End-to-End Jira access and training to testers	R/A	C/I
	Prepare, refine and present End to End Testing kickoff in coordination with Client Testing Lead	R/A	C/I
Change Management – Lead and Execute	**Impact Analysis** • Develop an organized approach to identifying key variations from current state to future state, including socialization of the process to targeted Client SMEs. Changes may be technical, policy, process, cultural, or organizational in nature. • Facilitate the activity, review impacts for clarity ***Note:*** *The Impact Analysis is a living document that will be maintained throughout the course of the program.*	R/A	C/I

	Impact Analysis • Identification of SMEs to capture change impacts from current state to future state Change impact collection	C/I	R/A
	End-User Communication and Engagement Plan • Organized series of communication campaigns designed to build organizational alignment and readiness. • Identification of specific deliverables, audiences and timing. Begin development/execution of up to 25 enterprise communication tactics to core audiences.	R/A	C/I
	End-User Communication and Engagement Plan • Develop targeted communications to non-enterprise/localized audiences. • Facilitate engagement events. • Review, approve, and distribute communications.	C/I	R/A
	Change Network Plan • Plan to engage with identified change network on a recurring basis • Includes development of up to 5 set of materials to support Change Network activities	R/A	C/I
	Change Network Plan • Identification of participants. • Management of change network events and activities, including facilitation.	C/I	R/A
	End-User Training Deliverable Plan • Organized series of training deliverables designed to facilitate successful adoption of new ways of working. • Identification of specific deliverables (by enterprise audience) including content development timeline and Strada/Client developer assignments. • Finalize design of templates.	R/A	R/C

	Measurement: Business Readiness Execution • Readiness measurement occurs via mid-project and pre-Live Date assessment, plus post Live Date adoption assessment. • Development of pulse surveys, review of findings and strategic recommendations.	R/A	C/I
	Measurement: Business Readiness Execution • Deploy business readiness activities, adoption pulse surveys.	C/I	R/A
	Sustainment Strategy • Approach to ensuring the organization is ready to sustain change over time and prepared for ongoing tool releases. • Includes counsel on Workday-provided support resources.	R/A	R/C

Test			
Workstream	**Key project tasks & deliverables**	**Strada**	**Client**
Project Governance	**Create Cutover plan** • Plan that contains detailed steps for deploying the Workday Service to production.	C/I	R/A
Functional	**Build End-to-End Tenant** • Configuration (End-to-End) Tenant build based on the information collected in the Architect & Configure stage. • This build includes configuration data and full worker data provided by Client in the Data Gathering workbooks.	R/A	C/I
	Conduct End-to-End Test (End-to-End Tenant) Testing • The Client team is responsible for validating its accuracy using the Requirements documentation as a point of reference.	C/I	R/A
	Payroll Lead build Parallel Test Tenant and configure Payroll Parallel comparison tools.	R/A	C/I
	Test Lead updates Jira gadget for tracking Payroll Parallel defects	R/A	C/I
	Provide the appropriate HR, Benefits, Time and Absence Data and all other Payroll legacy data required for the compare.	C/I	R/A
	Perform data entry (Manual, EIB, Inbound, Integrations) to support payroll processing, including any catch-up transactions required to complete subsequent payroll comparison cycles.	C/I	R/A
	Execute integrations, as needed, including performing validation of the integration output files (comparison of Workday and Legacy production systems).	C/I	R/A
	Payroll Lead Execute the comparison process using Strada's custom payroll comparison tools for all cycles (minimum of two cycles) until acceptable tolerance levels have been met. The last test cycle exit criteria is 99%.	R/A	C/I

	Payroll Lead provide Gross to Net payroll comparison results reporting including Gross, Earnings, Deductions, and Taxes tolerances, acceptable and known differences.	R/A	C/I
	Research any differences and log defects as appropriate in Jira	C/I	R/A
	Payroll Lead schedule, coordinate, and facilitate periodic Payroll Parallel defect review meetings, as necessary.	C/I	R/A
	Payroll Lead resolve Parallel defects logged in Jira	R/A	C/I
	Payroll Lead support Payroll Parallel Testing Escalations	R/A	C/I
	Payroll Lead prepare Delivery Assurance Artifacts	R/A	C/I
	Payroll Lead prepare Sign-Off materials	R/A	C/I
	Sign off Parallel Testing (approved ready for Production)	C/I	R/A
Integration	Kick off Integration Testing Approach with vendors and customer internal resources.	R/A	C/I
	Conduct Integration Test Planning Meetings	C/I	R/A
	Execute and Test integrations	C/I	R/A
	Prepare and present metrics on Integration Test progress	C/I	R/A
	Support test teams with issue logging/escalation	R/A	C/I
	Sign off each Integration (approved ready for Production)	C/I	R/A
HCM Custom Reporting Pool	Client conduct report testing	C/I	R/A
	Support Client testing and provide troubleshooting assistance for Strada-owned custom reports.	R/A	C/I
	Conduct weekly Client-owned custom report testing support meeting, as required.	R/A	C/I
	Client to provide approval that testing is complete	I	R/A
FIN Custom Reporting Pool	Client conduct report testing	C/I	R/A
	Support Client testing and provide troubleshooting assistance for Strada-owned custom reports.	R/A	C/I
	Conduct weekly Client-owned custom report testing support meeting, as required.	I	R/A
	Client to provide approval that testing is complete	I	R/A
Conversion	**Perform Tenant Conversion** • Repeat the conversion activities identified in Architect & Configure to create the End-to-End Tenant (Parallel Tenant, if required).	R/A	C/I
Close	Provide Jira exports of all Functional and Integration Program Test scenarios with steps, and bugs for audit tracking.	R/A	C/I
Production Preparedness	**Conduct** Production Preparedness Workshop #3 • Review resourcing and identify gaps • Review Governance Support Model and identify gaps • Wrap up production preparedness	R/A	C/I
Testing -	Attend Tenant Handoff sessions	C/I	R/A

Essential with Automation	Prepare, refine and present End-to-End Testing kickoff in coordination with Client Testing Lead.	R/I	A/C
	Coordinate End-to-End Testing logistics and day-to-day testing activities including regularly scheduled bug calls.	C/I	R/A
	Execute automated End-to-End test scenarios	R/A	C/I
	Execute manual End-to-End test scenarios (a selected portion of the E2E testing volume ensuring the client is prepared to sign off and operate at Go-Live).	C/I	R/A
	Support End-to-End Testing escalations	R/A	C/I
	Facilitate periodic End-to-End Testing progress and bug review meetings as needed.	C/I	R/A
	Attend and support End-to-End Testing progress and bug review meetings, as needed.	R/A	C/I
	Log manual End-to-End Test results and bugs in Jira	C/I	R/A
	Resolve End-to-End bugs logged in Jira	R/A	C/I
	Provide End-to-End Test metrics and reports	R/A	C/I
	Review, evaluate, and approve automation End-to-End testing results	C/A	R/I
	Complete User Readiness (optional)	C/I	R/A
	Prepare End-to-End Testing Exit Workbook for sign off	R/A	C/I
	Sign-off manual and automation End-to-End Testing (approved ready for Production).	C/I	R/A
Close	Provide Jira export of project tests and bugs	R/A	C/I
Change Management – Lead and Execute	**End-User Training Materials** Development of training materials to build proficiency, enable adoption; includes up to: • 30 job aids • One microlearning video • One concept deck	R/A	C/I
	End-User Training Deployment & Logistics Plan • Determine training deployment approach, course sequencing, and delivery schedule. • Determine strategy for storage and access to end-user training materials (e.g., LMS, intranet site, etc.). • Manage training logistics (e.g., distribution of meeting invitations, registration, conference room scheduling, participant tracking, post training follow-ups, etc.).	C/I	R/A
	Train-the-Trainer/Instructor-Led Training • Development of presentation-style materials focused on Live Date key concept and process changes; includes speakers notes.	R/A	C/I
	Measurement: Adoption Measurement Plan • Identify key metrics across Workstreams to measure post Live Date adoption.	R/A	R/C

	Measurement: Adoption Measurement Plan • Implement measurement plan post go-live.	C/I	R/A
	Sustainment Strategy • Approve and implement Sustainment Strategy.	C/I	R/A

Deploy			
Workstream	**Key project tasks & deliverables**	**Strada**	**Client**
Project Governance	**Live Date checklist**	R/A	C/I
Functional	Facilitate Knowledge Transfer	R/A	C
	Build Gold Tenant • The final configuration and full data conversion load into the Pre-Production Tenant (Gold) in preparation for Production.	R/A	C
	Pre-Production (Gold) Tenant • Verify Client has reviewed and approved all data converted into Pre-Production (Gold) Tenant. • Perform any manual configuration changes. • Client to enter Catch-up Transactions	R/A	C
	Validate Pre-Production (Gold Tenant) • Client will complete final validation and provide sign off that all Configuration and Worker Data Conversion has been completed in the Pre-Production Tenant.	C/I	R/A
	Manage Project Cutover Plan	C/I	R/A
	Transition to Production Services	C/I	R/A
	Provide Cutover Support	R/A	C
Integrations	Schedule Knowledge Transfer for Strada-owned Integrations for Production Transition.	C/I	R/A
	Execute Knowledge Transfers of Strada-owned integrations for Production Transition.	R/A	C/I
	Confirm Integration Cutover plan dates	C/I	R/A
	Perform Integration Migration to Production Tenant	R/A	C/I
	Production Support for Strada-owned Integrations	R/A	C/I
	Production Support for Client-owned and Shared-development integrations	I	R/A
	Run Strada transitionary integration and share results with client team	R/A	I
	A catalog extract of integrations containing schedule and contact details to be used for Deploy planning.	R/A	C/I
HCM Custom Reporting Pool	**Schedule and execute knowledge transfer of Strada-owned custom reports for production transition**	R/A	C/I
	Perform migration for Strada-owned custom report to production tenant	R/A	C/I
	Perform migration for Client-owned custom report to production tenant	C/I	R/A

	Production support for Strada-owned custom reports	R/A	C/I
	Production support for Client-owned custom reports	I	R/A
FIN Custom Reporting Pool	**Perform migration for Strada-owned custom report to production tenant**	R/A	C/I
	Perform migration for Client-owned custom report to production tenant	C/I	R/A
	Production support for Strada-owned custom reports.	R/A	C/I
	Production support for Client-owned custom reports.	I	R/A
Conversion	**Perform Tenant Conversion** • Repeat the conversion activities identified in Architect & Configure for the final tenant.	R/A	C/I
Testing	Provide Jira exports of all Functional and Integration Program Test scenarios with steps, and bugs for audit tracking (Note: no screenshots or attachments are included in the Jira export.).	R/A	C/I
Change Management – Lead and Execute	**End-User Training Materials** Deployment of end-user training materials for individual, just-in-time use.	R/A	C/I
	Train-the-Trainer/Instructor-Led Training Co-facilitation of series of train-the-trainer/instructor-led training sessions for target audience(s).	R/A	C/I
	Train-the-Trainer/Instructor-Led Training Co-facilitation of series of train-the-trainer/instructor-led training sessions for target audience(s), coordination of logistics, etc.	C/I	R/A

Recurring			
Workstream	**Key project tasks & deliverables**	**Strada**	**Client**
Project Governance	Project plan maintenance • Review project plan	R/A	C/I
	Weekly status meetings/reports	R/A	C/I
	Participate in monthly Steering Committee meeting	R/A	C/I
	Conduct monthly Steering Committee meeting	C/I	R/A
	Own Risk Management Log	R/A	C/I
	Own Issue Management Log	R/A	C/I
	Own resolution of Client-owned issues	C/I	R/A
	Coordinate Delivery Assurance activities	R/A	C/I

Exhibit A: Strada Tools and Functions Served

Function Served	Tool Name	Technology Used	Notes

Project Governance and Collaboration	**Client Project Hub**	**Smartsheet**	• Client Project Hub allocated in Smartsheet upon signing of agreement • All project controls originate from project hub, including project plan, issues log, workstream breakout information, and status reporting • Personally Identifiable Information (PII) cannot be used on the Project Hub • Use of additional project management controls or tools will require change request
Document Sharing and Document Library	**Client Project Hub**	**Smartsheet**	• Document Library created as part of project hub allocated upon signing of agreement • Personally Identifiable Information (PII) cannot be used on in the Document Libraries • Use of additional document libraries or document repositories will require change request
Meeting Collaboration Technology	**Microsoft Teams**	**Microsoft Teams**	• Strada Microsoft Teams will be used for meeting administration • Instant Messaging currently only available for Strada internally; if required, Strada will consider alternatives • Changes to meeting collaboration approach requires change request
Data Validation	**Strada Data Conversion Accelerator**	**Proprietary**	• Data Validation is performed by Strada Data Conversion Accelerator and provides rapid Internal Review of data • Data Validation is non-cloud based and cannot execute in a Virtual Desktop Instance (VDI) environment • Use of VDI, additional Data Validation technologies, or additional data quality management (DQM) tools will require a change request

Integrations Requirements	**Strada Development Catalog**	**Proprietary**	• Integration requirements and integrations status tracked in Strada's proprietary Strada Development Catalog • Use of Strada Development Catalog is endemic throughout Strada project lifecycle and expediting integrations development • Use of alternate integration requirements gathering mechanisms will require a change request
Security Data Transfer	**Strada MFT / Move IT**	**Proprietary**	• Sensitive data that includes PII will be transferred between the client and Strada using Strada's Managed File Transfer (MFT) tool • Use of alternative or additional MFT tools will require a change request
Configuration Unit Test Tracking and End-to-End (E2E) Test Tracking	**Strada JIRA Instance**	**Atlassian JIRA**	• Test tracking will be performed in Strada's instance of JIRA • Strada's testing and implementation methodology for Test phases is deeply connected with use of the JIRA tool • Use of alternative or additional Testing tools will require a change request
Parallel Comparison Tool	**Strada Payroll Parallel Comparison Tool**	**Proprietary**	• Test tracking will be performed in Strada's instance of JIRA • Strada's parallel payroll approach deeply connected with use of the internal parallel comparison tool • Workday's PROVE tool will not be used • Use of additional parallel comparison tools will require a change request
Project Tool	**Hardware**	**Laptops**	• • Strada team will use Strada-owned/issued laptops for the project

Commented [NR1]: Strada - How many parallels will be done? Is this outlined somewhere in the SOW? The City would like to see a minimum of 4 parallels

Commented [JM2R2]: As the City has bi-weekly pay cycles, there will be a minimal of 2 pay cycles (referred to as check-to-check) tested, with high level exit criteria for each test. The teams will align on what dates as a part of the payroll strategy and documentation for the workstream. There are key activities, such as a plan for catch up transactions, integrations and data load loading (noted in the RACI) that to increase to 4 cycles, will increase the parallel testing window/overall timeline of the project.

Is there a specific concern that the City has in requesting 4 test cycles for payroll?

Commented [NR3R2]: Strada - How do you schedule 2? What happens if these do not go well? Does this push the timeline or is there a contingency period? We would like to have time for 2 more just in case to make sure that payroll is done correctly and we can adhere to the timeline.

Commented [JM4R2]: We will need to review as adding 2 more cycles will impact the project timeline. The first compare cycle typically takes 3 weeks, the next cycle is 2 weeks.

Commented [NR5R2]: Let's discuss on our 11/5 call

Commented [JM6R2]: City - Please see the RACI Architect and Configure (payroll p 72) and RACI Test (payroll p 84) with updates to Payroll.

Project Tool	**Hardware**	**VPN**	• Strada uses a secure method of logging into Strada system through VPN • Strada team cannot access tools that house client-specific data without logging in through VPN • Use of client VPN will require a change request and could potentially impact the timeline

Glossary of Terms and Baseline Assumptions

Cloud Service

For purposes of this SOW, "Cloud Service" means the cloud-based software services provided to Client pursuant to a separate and independent agreement between Client and the provider of such cloud-based software services, which will be accessed by Strada in connection with providing the Services. Client shall obtain any licenses and authorizations relating to the Cloud Service to the extent necessary to enable provision of the Services. Strada's service offering is predicated on using the Cloud Service and any references to the "system" and "platform" herein shall refer to the Cloud Service unless the context clearly indicates otherwise. Client business processes will be implemented within the Cloud Service's configuration options.

Deliverables

For the purposes of this SOW, "Deliverables" shall mean any configurations of, reporting functionality for data from, and integrations to/from the Cloud Service that are specific to, and created and delivered solely and exclusively for, Client by Strada (determined without regard to any references to "deliverable" in other sections of this SOW).

Tenant

For the purposes of this SOW, "Tenant" or "tenant" shall mean the instance of Workday that include a set of your organization's data. The tenant will be used for configuration and testing of business requirements set forth on the implementation by the Client.

Baseline Assumptions

1. For purposes of this SOW, Workday is the Cloud Service. Only functionality that is available with the current commercially available Workday release at the reservation date can be considered for deployment. Changes to the Workday Release will be assessed by the Client and Strada PMO for fit into the current project timeline for deployment.
2. Client is responsible for the user experience including but not limited to manager and employee training and user enablement.
3. Except where noted explicitly in the Functional Configuration Parameters described herein:
    a. WD Setup will be the baseline for configuration,

b. WD Setup provides a robust, preconfigured role-based and user-based security group structure. Client will map responsibilities to delivered security groups, with no need for changes to existing structure or creation of custom security groups or roles.
c. Strada will enable delivered security for all Workday standard reports related to the SKUs listed in section II, Project Overview / Background.