



HR, Pay, & Workforce Management

Quote#: Q-337349  
Expires: 31 Dec, 2025  
Sales Executive: Jason Coppi  
Effective Date: Effective as of the date of last signature of this Order

## ORDER FORM

Order Type: Amendment  
Date: 24 Nov, 2025

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Customer Legal Name:  
VILLAGE OF ROMEOVILLE

Ship To: VILLAGE OF ROMEOVILLE  
1050 W. ROMEOVILLE DR  
ROMEOVILLE, IL 60446 USA

Customer Legal Address:  
1050 W. ROMEOVILLE DR, ROMEOVILLE, IL 60446 USA

Bill To: VILLAGE OF ROMEOVILLE  
1050 W. ROMEOVILLE DR  
ROMEOVILLE, IL 60446 USA

Bill To Contact:

Ship To Contact: Sadiq Adebayo Jimoh

Ship to Phone: (815) 886-5533  
Ship to Mobile:  
Contact: Sadiq Adebayo Jimoh  
Email: [sjimoh@romeoville.org](mailto:sjimoh@romeoville.org)

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Currency: USD  
Customer PO Number:  
Solution ID: 6122189  
Term: Co-Term  
Uplift Percent: 4 %

Shipping Terms:  
Ship Method: FedEx Ground  
Freight Term:  
Renewal Term: 12 months  
Payment Terms: Net 30 Days

Billing Start Date: Upon Signature of Order Form

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## Services

Billing Frequency: Monthly in Arrears

Services	Quantity	PEPM	Monthly Price	Annual Price
UKG READY BENEFITS	497	USD 3.00	USD 1,491.00	USD 17,892.00
UKG READY HR	497	USD 4.78	USD 2,375.66	USD 28,507.92
UKG READY LEARNING	497	USD 1.26	USD 626.22	USD 7,514.64
UKG READY LEAVE	497	USD 1.20	USD 596.40	USD 7,156.80
UKG READY PAYROLL	497	USD 4.78	USD 2,375.66	USD 28,507.92
UKG READY PERFORMANCE	497	USD 0.63	USD 313.11	USD 3,757.32
UKG READY RECRUITING	497	USD 0.63	USD 313.11	USD 3,757.32
UKG READY PAYROLL SERVICES	497	USD 1.75	USD 869.75	USD 10,437.00
<b>Total Price</b>			<b>USD 8,960.91</b>	<b>USD 107,530.92</b>

## Professional Services - Fixed Fee

Billing Frequency: Billed 100% upon signature of the order form

Professional Services - Fixed Fee	Billing Role	Quantity	Unit Price	Total Price
UKG READY LAUNCH FIXED FEE	Grouped	1	USD 32,000.00	USD 32,000.00
<b>Total Price</b>				<b>USD 32,000.00</b>

## Quote Summary

Item	Total Price
Minimum Monthly SaaS Service & Equipment Rental Fee	USD 8,960.91

Item	Total Price
Minimum Annual SaaS Service & Equipment Rental Fee	USD 107,530.92

Item	Total Price
Total Fixed Fees	USD 32,000.00

## Order Notes:

This Order is subject to the Master Agreement No 24-6833 entered into between Cobb County Board of Commissioner ("Lead Agency") and UKG Kronos Systems, LLC ("UKG") effective as of July 14th, 2025 (the "Omnia Master Agreement No. 24-6833 ") and used by Customer as an Omnia Participating Public Agency.



The Attachment 1 is included with this Order Form.

Customer agrees that additional fees may be invoiced and owed if Customer incurs fees as outlined in <https://www.ukg.com/ukg-payroll-services-miscellaneous-pricing-schedule-August2019> ("Attachment 2").

UKG will provide the UKG Ready professional Services offering in accordance with the UKG Launch - UKG Ready Services Description located at:  
[www.ukg.com/services-descriptions](http://www.ukg.com/services-descriptions)

"Co-Term" means that the Subscription Services set forth on this Order will align with Customer's existing billing cycle and term.

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their authorized representatives and shall be effective as of the date of the last signature below.

VILLAGE OF ROMEOVILLE		Kronos SaaShr, Inc.	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____
<p>The monthly price on this Order has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. Due to the rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoice is the true and binding total for this Order for purposes of amounts owed for the term. If you are tax exempt, please email a copy of your "Tax Exempt Certificate" to <a href="mailto:TaxExemption@ukg.com">TaxExemption@ukg.com</a> along with the quote number otherwise this order is subject to applicable taxes. The actual tax amount to be paid by Customer will be shown on Customer's invoice.</p>			



## Statement of Work for Village of Romeoville

This Statement of Work (SoW) outlines the scope of services to be provided by UKG (Ultimate Kronos Group) for the implementation of the Subscription Services in the Order.

The scope of services described herein are fixed price based and subject to the same terms and conditions as the corresponding UKG Order. Unless otherwise defined herein, words and expressions defined in the Order shall have the same meaning in this Statement of Work.

UKG's Launch methodology ("Launch") provides proven and repeatable processes that are supported with UKG standard tools, templates and proven training paths that deliver a successful launch of the Subscription Services. UKG and the Customer will collaborate throughout the Launch process performing tasks such as requirements workshops, system configuration, data conversion, integration configuration, testing cycles, production support, and project management.

With Launch, UKG uses its proven methodology to provide training and services to deploy the Subscription Services. Launch will be delivered as described in this document.

### 1. Introduction to Launch

#### Deployment Strategy

The deployment of Subscription Services is a collaborative endeavor. UKG will work with the Customer to determine the most logical and efficient deployment plan based upon Subscription Services purchased, and Launch duration outlined in this document. This best practice approach will be tailored to Customer's business objectives.

#### Launch Methodology

The Launch methodology provides a framework that generally describes how the project will progress from the start to finish. The project team follows this framework to transition Customer's existing human capital management and workforce management (if applicable) functions from Customer's legacy provider to UKG Ready. UKG's deployment methodology includes the following phases:

Launch Phase	Description
Welcome	Preliminary preparation involves four basic elements: UKG's internal readiness and team assignments, Customer preparation, a project team initial kick off meeting and ensure system access.
Requirements	UKG will perform a discovery process by interviewing the Customer's subject matter experts from different functional areas. Information that has been gathered during the requirements phase is used to determine the current system set up, the new system definition requirements and allow UKG to determine the best fit between the Customer's business requirements and the Subscription Services. A project timeline will be provided once requirements have been collected.
Build	This phase is designed to configure UKG Ready per the purchased Subscription Services, build interfaces, and migrate employee data into UKG Ready from legacy system. This phase will also provide unit testing to ensure that each iteration delivers a fully configured component of the system.
Test	Testing involves functional testing and user acceptance testing for the applicable Subscription Services; including, but not limited to, parallel testing, dual maintenance, and validation.
Go-Live	This phase consists of UKG assisting the Customer with the first live processing, the rollout of the Subscription Services and transition to UKG's Global Support team.

### 2. Roles and Responsibilities

A successful Launch assumes Customer participation throughout the project as referenced in the *Roles and Responsibilities* sections of this document. UKG and the Customer's roles and responsibilities are described below.

A check mark in the grid below indicates each respective party's primary responsibilities.

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Activities	UKG	Customer
<b>Project Management</b>		
Review the scope of services with Customer including contract documents and resource assignments	√	√
Manage UKG team's project resources, budget, and scope/deliverables to ensure they are being met per the project timeline	√	
Manage Customer team's project resources, budget, and scope/deliverables to ensure they are being met per the project timeline		√
Create status reports and facilitate status calls with project team	√	
Partner together to identify, manage, and resolve project issues	√	√
Provide Customer communications and general project-related management activities	√	
Create change management and training for managers and employees		√
<b>Welcome Phase</b>		
Provide Customer access to the Subscription Services as contracted in the Order	√	
Share project goals and success criteria with UKG project team		√
Participate in the kick-off meeting	√	√
Assist in defining necessary Customer resources and a training plan as part of the project plan	√	
Key project resources attend recommended training course(s) throughout implementation		√
<b>Requirements Phase</b>		
Gather all available policy, procedure documentation, and business use cases to complete the data collection process		√
Describe the expected solution, business processes, and business rules for all employee groups in scope during requirements meeting(s)		√
Facilitate rapid review, feedback, and signoff on all project documentation as required to meet project deadlines		√
Lead meeting(s) to gather business requirements and document configuration needs	√	
Provide Customer with a detailed project plan	√	
<b>Build Phase</b>		
Complete mutually agreed upon UKG configuration tasks and complete unit testing to validate configuration	√	√
Share data translations and field mapping specifications for all required fields in the UKG import templates for data conversion	√	
Provide source data for production processing in the UKG approved import template formats		√
Review and approve imported data according to the agreed upon schedule		√
Create interfaces as defined during the Requirements phase of Launch	√	
Supply technical support required for system integration and data conversion	√	√
Complete all administrative training through Learning Center in UKG Ready		√
Create a plan for manager and end-user training		√
<b>Test Phase</b>		
Complete interface data validation	√	√
Perform functional/user acceptance and system testing	√	√
Execute manager and end-user training		√
<b>Go-Live Phase</b>		

Activities	UKG	Customer
Provide production support and post-live support for transition to UKG's Global Support team	√	
Perform project wrap-up activities, including closing open issues	√	√

### 3. Deliverables

Below are the key project deliverables and related acceptance criteria that UKG will deliver in each phase of the implementation.

Deliverable	Activity	Acceptance Criteria
<b>Welcome Phase</b>		
Aligned expectations	UKG will transition the customer project from Sales to Delivery Services	Customer confirms project expectations aligns with Sales order
Project team transition	UKG will assign the Launch team to the specifics of the project	UKG and Customer prepare project for engagement with the Launch team
<b>Requirements Phase</b>		
Detailed Project Plan	UKG will refine and update the initial project plan	Customer receives and accepts the detailed project plan
Project Requirements Document	UKG will provide Project Requirements Document	Customer receives and completes SOC (System and Organization Controls) sign off on the Project Requirements Document in UKG Ready
Completed Integration Specifications Document(s)*	Customer will review Integration Synopsis Document(s) with UKG	Customer reviews the document(s) prior to development of interface(s)
<b>Build Phase</b>		
UKG Ready configuration	UKG builds UKG Ready based on Requirements Document	UKG completes internal testing prior to hosting Build Review Call(s)
Build Review Call(s)	Customer to attend Build Review Call(s) hosted by UKG	Customer confirms the system is built according to the Requirements Document
Completed imports of all applicable employee data	Customer will review imported data with UKG and perform data validation	Customer confirms the system is built according to the Requirements Document
Completed Integration Development*	UKG completes the development of applicable integration(s) based on the approved Integration Synopsis Document(s)	UKG completes internal testing and validation prior to moving to customer/3rd party testing and validation
<b>Test Phase</b>		
Complete Payroll Compare for 1 <sup>st</sup> Test Parallel. Provide issues resolution for 1 <sup>st</sup> parallel compare	Customer will participate in parallel testing and validate results	Customer confirms that all parallel testing results are accurate, and issues are resolved
Complete Payroll Compare for 2 <sup>nd</sup> Test Parallel. Provide issues resolution for 2 <sup>nd</sup> parallel compare	Customer will participate in parallel testing and validate results	Customer confirms that all parallel testing results are accurate, and issues are resolved
Complete UKG Ready Testing	Customer will participate in UKG Ready testing and review results	Customer confirms that all testing is accurate through SOC (System and Organization Controls) sign off in UKG Ready
Completed Import of Check History, Balances, and all other Go Live Relevant Imports	Customer review imported data with UKG and perform data validation	Customer confirms that all imported employee data is accurate



Completed Internal and External Testing of Integration(s)*	Customer will partner with external vendor(s) if applicable to complete all functional testing	Customer confirms that the integration(s) is working as designed. UKG will schedule and deploy based on this confirmation
<b>Go-Live Phase</b>		
Live Punching/Processing of UKG Ready	Customer will confirm decision to go live prior to Subscription Services target active date or when system is ready for active use	Customer completes SOC (System and Organization Controls) sign-off for relevant Subscription Services in UKG Ready

*\*Note: Financial based integrations (e.g., 401k export) are provided in alignment with go live. All other interfaces are delivered as available.*

#### 4. Training

Effective training is the key to high user adoption rates. Training resulting in self-sufficient administrators, managers, and employees increases the efficiency of use of the Subscription Services and Customer's business processes.

UKG's training model includes a role-based learning plan. Each role within Customer's organization has a specific set of courses required at specific points in Launch. Having role-based training classes ensures the Customer's team members are trained on the processes they will use in their day-to-day interactions with Ready Subscription Services.

The timing of this training is key. UKG aims to provide the training with as little time between training delivery date and system usage as possible. This provides for Customer's users to have an opportunity to reinforce the training through real-life application before they begin to lose the skills gained in training. End users (e.g., Managers and Employees) use a train the trainer model for learning. Customer is responsible for train-the-trainer learning for their managers and employees unless otherwise defined in the *Launch Guidelines/Assumptions* section of this document.

Core Training	UKG Delivered Value Includes Access To:
Administrator and Super User Training	<ul style="list-style-type: none"> <li>Learning Center, UKG Ready's learning management system and training delivery platform, for each user. Learning experiences found within include, but are not limited to: <ul style="list-style-type: none"> <li>Interactive self-paced, on-demand modules</li> <li>"How to" videos and snippets</li> <li>Printable job aids</li> </ul> </li> <li>Recommended learning plan(s) aligned to each user's roles within UKG Ready</li> <li>Online, public instructor-led class(es)</li> <li>"Train the Trainer" enablement and materials <ul style="list-style-type: none"> <li>Editable templates and tools to be leveraged by the administrators to deliver manager and employee training</li> <li>Manager and employee-focused job aids for common tasks within UKG Ready</li> </ul> </li> </ul>
Change Management and User Adoption Training	<ul style="list-style-type: none"> <li>Change management training for the project team on building a change management plan for Customer's organization</li> <li>Change management toolkit that includes pre-populated templates and supporting resources to be leveraged to deliver Customer's change management plan</li> </ul>

#### 5. Project Team Composition

Resource allocation and commitment are key drivers for a successful Launch. UKG uses employee resources and may use trained and approved consulting services resources ("Certified Partners") to assist in the performance of

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the Launch or consulting services under this Order Form. Customer hereby authorizes access by UKG, its affiliates, and Certified Partners to the Customer information necessary to perform such services which may include access to Customer's Confidential Information and Customer Data.

The team roles and key responsibilities are listed below. UKG will provide experienced industry experts specializing in specific areas of Launch. Customer will provide resources as described below in the Customer Team Resources section or as otherwise mutually agreed to in the project plan.

#### UKG Team Resources

Resource	Key Responsibilities
Services Manager	<ul style="list-style-type: none"><li>• UKG project sponsor</li><li>• Gains commitment for all project resources</li></ul>
Project Manager	<ul style="list-style-type: none"><li>• Primary point of contact</li><li>• Responsible for achieving project objectives by coordinating with all project resources on the timely completion of project tasks</li><li>• Develops and manages project schedule</li><li>• Identify and develop project risk mitigation plan</li><li>• Communicates overall project status and provides project reporting</li><li>• Serves as initial point of escalation for all project related issues and coordinates activities needed for resolution</li></ul>
HR (Human Resources) Solution Consultant	<ul style="list-style-type: none"><li>• Primary UKG resource and functional UKG Ready HR (Human Resources) expert</li><li>• Customer's day-to-day point of contact for all system-related service requests</li><li>• Completes Subscription Services configuration life cycle per the Launch methodology</li></ul>
Benefits Solution Consultant	<ul style="list-style-type: none"><li>• Primary UKG resource and functional UKG Ready Benefits expert</li><li>• Customer's day-to-day point of contact for all system-related related service requests</li><li>• Completes Subscription Services configuration life cycle per the Launch methodology</li></ul>
Integration Consultant	<ul style="list-style-type: none"><li>• Responsible for integration file creation and delivery</li></ul>

Resource	Key Responsibilities
(As applicable)	<ul style="list-style-type: none"><li>• Works together with Customer to determine requirements for integration(s), deploys and schedules completed interface(s).</li></ul>
Customer Success Consultant	<ul style="list-style-type: none"><li>• Primary point of contact for post-live services related activities and transition to support</li></ul>



## Customer Team Resources

Resource	Key Responsibilities
Executive Sponsor	<ul style="list-style-type: none"> <li>Customer project sponsor</li> <li>Gains commitment for all project resources</li> <li>Provides executive-level support to the project team</li> <li>Ensures that the needs of the project team are well represented and met by the steering committee</li> </ul>
Project Manager/Lead	<ul style="list-style-type: none"> <li>Primary point of contact</li> <li>Responsible for achieving project objectives by coordinating with Customer project resources on the timely completion of project tasks</li> <li>Communicates overall project status and provides project reporting to Customer steering committee if applicable</li> <li>Serves as Customer's initial point of escalation for all project related issues and coordinates activities needed for resolution</li> <li>Identify and manage project risks</li> <li>Channels the team's activities toward Subscription Services configuration and executing the project</li> </ul>
HR (Human Resources) Subject Matter Expert	<ul style="list-style-type: none"> <li>Customer's primary HR representative and designated decision maker for HR</li> </ul>
Payroll Subject Matter Expert	<ul style="list-style-type: none"> <li>Customer's primary payroll representative and designated decision maker for payroll</li> </ul>
Benefits Subject Matter Expert	<ul style="list-style-type: none"> <li>Customer's primary benefit representative and designated decision maker for benefits</li> </ul>
Education and Change Management Resource	<ul style="list-style-type: none"> <li>Customer's primary resource and designated decision maker for end user training and change management</li> </ul>
System Administrator	<ul style="list-style-type: none"> <li>Customer's primary resource for Subscription Services configuration and system knowledge</li> </ul>
Technical Resource	<ul style="list-style-type: none"> <li>Customer's primary resource for technical issues related to data conversion, integrations, network, and Subscription Services security</li> </ul>
Other Subject Matter Experts	<ul style="list-style-type: none"> <li>Customer's primary resource and designated decision maker in their specific specialty area</li> </ul>

## 6. Launch Guidelines

The following guidelines were used in preparing this Statement of Work:

- General Guidelines
    - The assigned UKG Project Manager will provide a finalized projected timeline once the requirements phase has been completed.
- Note:** The average launch duration for a full-suite core Subscription Services project is up to four months from project kickoff. Actual project duration may be compressed or elongated as influenced by customer preparation and engagement, configuration of solution design, or additional value-added Subscription Services ordered.
- Financial-based integrations (e.g., 401k export) are provided in alignment with go live.
  - The customer and UKG team are to complete tasks as indicated in the roles and responsibilities of this document and as assigned in the final project plan by mutually agreed upon due dates.
  - UKG will communicate with the Customer's project manager as the appointed point of contact responsible for all project management, communication, and preparation among all customer's parties (e.g., staff, vendors, consultants) and for any escalation and resolution.



- Customer holds sole responsibility for troubleshooting system(s) or hardware not provided by UKG.
- Changes in the scope of the launch or requirements are subject to review and may have an impact on the project timeline or cost. If additional work is required, a Change Order or new Statement of Work must be scoped, quoted, and signed.
- UKG will support up to two (2) in-production payroll processing periods, then transition customer engagement to UKG's Global Support team for post-implementation support.
- **Delivery Guidelines**
  - All project work and resource delivery are supported through a virtual (offsite) UKG Launch team; the customer's team is not required to travel to UKG for any part of the Launch process.
  - If onsite work is preferred or required, exceptions can be requested from the UKG Services Manager. UKG has consulting service solutions that are not included as part of Launch but can be purchased as a value-added service.
  - When travel is agreed upon as part of a custom Launch or service request, UKG will deliver the scope of this project utilizing a blended approach. A blended approach combines onsite and remote resources.
  - For any UKG travel to a customer's location, travel expenses are not included and will be invoiced separately as incurred.

## 7. Subscription Services Assumptions

The following assumptions were used in preparing this Statement of Work, where available for purchase, if ordering:

Subscription Services	Assumptions
UKG Ready HR	<p>Core functionality deployment gets you started by establishing HR as the system of record for employees, one of the most important foundational components through:</p> <ul style="list-style-type: none"><li>• Core employee demographics</li><li>• Onboarding</li><li>• Checklists<ul style="list-style-type: none"><li>○ Up to 10 will be configured by the UKG project team, however the Customer can configure as many as needed</li></ul></li><li>• Personnel management</li><li>• Workflows<ul style="list-style-type: none"><li>○ Up to 10 will be configured by the UKG project team, however the Customer can configure as many as needed</li></ul></li><li>• HR documents &amp; forms</li></ul>
	<ul style="list-style-type: none"><li>○ Up to 10 custom forms will be configured by the UKG project team, however the Customer can configure as many as needed</li><li>• Incident tracking</li><li>• Certification / Credential</li><li>• Asset management</li><li>• Compliance reporting</li><li>• Standard reporting</li><li>• One-Time data load using customer-supplied data for current year in a standard UKG-supplied format</li><li>• Interface bundle using customer supplied data in standard file formats</li><li>• HR Admin Training</li></ul>

<p>UKG Ready Payroll*</p> <p>*Recommend UKG Ready Payroll Services</p>	<p>Deployment gets you started with the end-to-end payroll process with the ability to calculate gross-to-net, pay employees, adjust, and export data needed tax filing (if using a provider other than UKG Payroll Services) through:</p> <ul style="list-style-type: none"> <li>• Configuration of up to 5 EINs</li> <li>• Pay Period Profiles</li> <li>• Up to two Parallel Payroll Tests</li> <li>• Company Tax Setup (Jurisdictions)</li> <li>• Custom Exports/Reports</li> <li>• Company Deduction Types</li> <li>• Company Earning Types</li> <li>• Configure Default Banks</li> <li>• Workers Comp Types</li> <li>• Payroll History up to 4 Quarter of Current Year</li> <li>• All Payroll Configurations Include: <ul style="list-style-type: none"> <li>○ Standard Dashboard Widgets</li> <li>○ Global Payroll Settings</li> <li>○ Standard Notifications</li> <li>○ GL (General Ledger) Set Up</li> <li>○ In-house manual check printing</li> <li>○ Employee Imports</li> </ul> </li> <li>• Vendor Payments (ACH/Check)</li> <li>• Payroll Administrative Training</li> </ul> <p>Note: If UKG Payroll Services has not been purchased, UKG will configure tax filing options for one of the following vendors – ADP, BSI, Ceridian.</p>
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<p>UKG Ready Integration Hub</p> <p>Included with any above- listed Subscription Services, as available and required</p> <p>All Benefit and Financial integrations require Benefits Hub, a service of UKG Ready.</p>	<p>Enables data to flow between UKG Ready and 3rd party applications and/or vendors. UKG will deliver up to three (3) additional interfaces as part of this project.</p> <p>The customer is responsible for providing import files to UKG in the standard UKG Ready format and utilizing the standard UKG Ready delivery method. Each direction (To/From) any 3rd party system and UKG is considered a separate interface.</p> <p>Interfaces will be accomplished via standard flat-file exchange. Customer will work with UKG and 3rd party vendors to facilitate design, testing, and validation.</p> <p>Examples of interfaces/integrations that can be supplied under this project include:</p> <ul style="list-style-type: none"> <li>○ Schedule Import/Export</li> <li>○ Punch Import/Export</li> <li>○ Demographic Import/Export</li> <li>○ Accruals Import/Export</li> </ul> <p>The included interfaces will expire if not identified by Launch Go Live.</p> <p>Note: Non-templated, bidirectional, custom reports and/or API (Application Programming Interface) based integrations are not included in the scope of this project. If such services or reports are required, a separate quote will be provided.</p>
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<p>UKG Ready Learning</p>	<ul style="list-style-type: none"> <li>• Creation of Learning Academy</li> <li>• Learning Profile assignments</li> <li>• Bulk Upload of Employee information to LMS (Learning Management System)</li> <li>• Security settings</li> <li>• Training enabling client to administrate: <ul style="list-style-type: none"> <li>○ Content creation</li> <li>○ Addition of Courses, Exams, OJTs, and Polls</li> <li>○ Assignment of courses to individuals or groups of employees</li> <li>○ Dashboard configuration for employees, managers, and administrators</li> <li>○ Reporting functionality</li> </ul> </li> </ul>
<p>UKG Leave Manager*</p> <p>*Recommend being used with UKG Ready Time, Accruals &amp; HR</p>	<p>Adds comprehensive leave administration through:</p> <ul style="list-style-type: none"> <li>• Federal &amp; state leave policy enforcement</li> <li>• Employer-specific leave policy enforcement</li> <li>• Qualifying questionnaire</li> <li>• Leave eligibility, type &amp; duration determination</li> <li>• Leave hour interface with timesheets</li> <li>• Leave case routing workflow</li> <li>• Leave case life cycle monitoring</li> <li>• Employee self-services leave request &amp; history</li> <li>• Standard reporting &amp; email notification alerts</li> <li>• One-Time data load using customer-supplied data of current leave cases, leave case entries &amp; entitlement balances in a standard UKG-supplied format</li> </ul>
<p>UKG Ready Benefits*</p> <p>*Requires UKG Ready HR for benefit plan feeds and UKG Ready Payroll for retirement/401(k) feeds</p>	<p>Deployment gets you started with the end-to-end benefit administration process with the ability to automate carrier connectivity through:</p> <ul style="list-style-type: none"> <li>• Employee Self-Service capabilities including open enrollment/life events</li> <li>• Dependent and beneficiary record keeping</li> <li>• One time data load of benefit enrollments, including dependents and beneficiaries</li> <li>• Benefit maintenance training</li> <li>• Five (5) carrier feeds including benefit providers, COBRA connectivity to a TPA (Third Party Administrator), and Financial Connectivity</li> <li>• Smart Forms</li> <li>• Standard Reporting</li> </ul> <p>The included interfaces will expire if not identified by Launch Go Live.</p> <p>Note: Each file needed, even to the same vendor, counts as one (1) feed.</p>

<p>UKG Ready Performance Management*</p> <p>*Requires UKG Ready HR</p>	<p>Provides performance management process from defining programs and guidelines through budgeting and modeling to routing proposals for approval through:</p> <ul style="list-style-type: none"> <li>• Full Performance Configuration**</li> <li>• Performance Development - Customer will be trained on how to setup Goal Categories, Goal Types and how to assign them to Employees. Customers will be responsible for the setup of each development area.</li> <li>• Succession Planning <ul style="list-style-type: none"> <li>• Succession Metrics</li> <li>• Up to 5 Succession Profiles will be configured by the UKG project team, however the Customer can configure as many as needed</li> <li>• Customer will be trained on how to assign succession profiles to employees and manage the metrics</li> </ul> </li> </ul> <p>**Up to three (3) review profiles will be configured by the UKG project team. The customer can continue to configure as many as needed.</p>
<p>UKG Recruiting*</p> <p>*Requires UKG Ready HR</p>	<p>Provides proactive administration of your Recruitment strategy across the UKG Ready solution through:</p> <ul style="list-style-type: none"> <li>• Applicant Configuration</li> <li>• Applicant Administration</li> <li>• Job Requisitions</li> <li>• Workflows**</li> <li>• Checklists**</li> <li>• Questionnaires**</li> <li>• Tracking/recruitment custom forms**</li> <li>• Talent tracking: training, skills, certifications</li> <li>• Communication and Notification templates**</li> <li>• Standard reporting</li> </ul> <p>**Up to five (5) of each, as needed, will be configured by the UKG project team. The customer can continue to configure as many as needed.</p>



## 8. **Service Requests**

Requests for change to this Statement of Work or the project it covers must be submitted to your project manager in writing or in the form of an electronic service request. Any of the following items will be considered out of scope and require a service request:

- Material changes in the scope or effort (i.e., # of deployments or EIN's, request of onsite assistance, etc.)
- Material changes in the number or type of deliverables to meet the defined scope of effort (i.e., additional integration, profiles, etc.)
- Additional historical data loading (HR Data or Payroll/Check Data)
- Changes to the project resource requirements
- Changes to the Launch duration, i.e., changes to scheduled dates after acceptance of the Project Plan
- Projects placed on hold may incur re-engagement or other re-work fees and may result in a change of consultant(s).

UKG will estimate the time and costs needed to implement the change and the impact it may have on the delivery of the project. UKG will perform the requested work once the service request has been completed and signed by the Customer.

## 9. **Completion Criteria**

The project covered under this Statement of Work will be considered complete when any one of the following completion criteria is met, and no further Subscription Services configuration work is to be done as part of the originally ordered implementation. If additional work is required, a Change Order or new Statement of Work must be scoped, quoted, and signed.

- The customer has affirmed approval in writing
- The system has been used to generate, retain, or export data that is used to produce a live pay statement for an active employee
- Material changes to the project resource requirements
- Material changes to the Launch duration



Attachment 1  
Covered Entities

Company Name	FEIN	Address	City	State	Zip