

**ATTACHMENT F- Workday Platform Scope Definition
RFP HRI EO 2022-01**

Business System Replacement Project Consultant



**Launch Deployment Program
Workday Scope Definition for
Health Research Inc. (HRI)**

Submitted to:

Health Research Inc.

Submitted by:

Meredith Murray

Workday, Inc.

Email: meredith.murray@workday.com

December 7, 2021

Workday Deployment Objective

The business landscape has evolved significantly over the last 10 years and the workforce has increasingly become a company's most vital asset. Modern institutions continue to seek ways to manage this asset more strategically. Traditional approaches and systems can't keep up. Workday has quickly become the preferred solution for institutions to manage their operations more strategically.

Medium-sized institutions are frequently confronted with the same challenges in managing their workforce as larger institutions, while not having the staff or budget to allow implementation and use of full-featured solutions that meet these challenges. Workday has developed the Workday Launch Deployment Program to address challenges specific to these institutions.

We've taken advantage of all the best practices, knowledge and expertise that we've experienced over the years with Workday Launch. It's a pre-packaged, pre-configured, fixed-fee approach designed just for medium-sized institutions. It comes with embedded analytics and dashboards – so you're starting with insight from the beginning that you don't have to build on your own, and then benefiting from training to facilitate adoption of the solution.

We have worked with 's business requirements and main project drivers, Workday is uniquely aligned to address your goals and objectives while providing the following significant benefits to your institution:

- Drastically reduce costs while increasing productivity
- Maximize your return on investment
- Gain greater visibility into your employee base

The purpose of this Budgetary Proposal document is to provide Health Research Inc. with high-level deployment estimated fees for their initial deployment of Workday. This document assumes that Health Research Inc. will be leveraging Workday's proprietary deployment methodology, Launch, and will be delivered by Workday Professional Services.

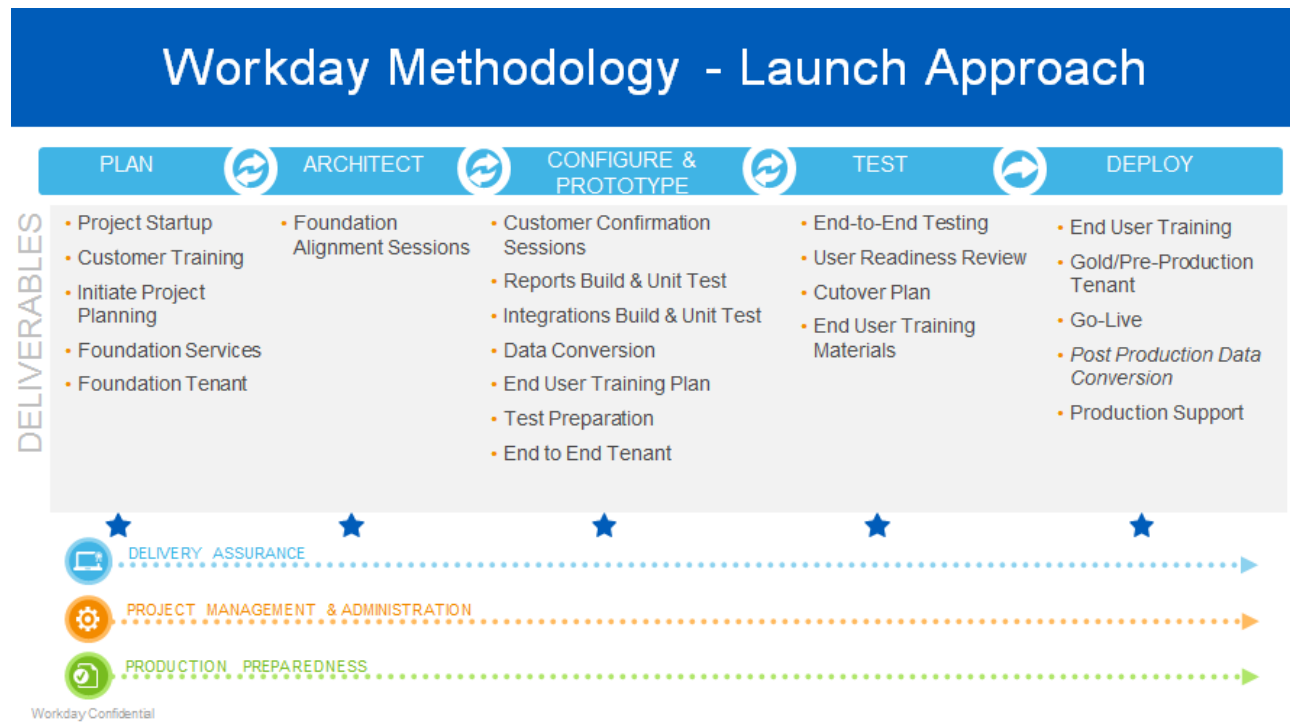
"This was by far, in my career, the best software project I have ever been a part of and my team agrees. Workday will absolutely add to our competitive differentiation moving forward".

- Dr. Marjorie Haas
President,
Rhodes College, Tennessee

Workday Deployment Summary

Workday is committed to your institution’s successful deployment of the Workday solution. Workday will work with you, as needed, to further define deployment options and project scope to provide a finalized deployment quote.

The Workday Launch approach (described below) will serve as the baseline roadmap for this engagement. The overall process is supported by a set of deployment tools, planning documents, activities, techniques, and deliverables necessary to effectively implement Workday applications for your institution.



The Workday Methodology is based on a prototype approach that creates the final solution iteratively as you progress through each stage. It provides your team the ability to quickly understand and leverage Workday best practices. It consists of five stages, with cross-stage activity for project management, delivery assurance and operational readiness.

Project Overview

The following outlines the functional and technical scope that may be included as part of a Workday deployment, with associated estimated deployment fees and project duration.

LAUNCH SUMMARY
BASE PACKAGE – Full Platform
- Foundation, HCM, Absence, Benefits, Payroll (United States), Time Tracking, Accounting, Banking & Settlements, Customer Accounts, Supplier Accounts
ADD-ONS: PRODUCTS
- Advanced Compensation – Standard
- Learning
- Recruiting
- Talent Optimization
- Budgets
- Business Assets
- Expenses
- Procurement
- Grants
- Financial Planning – PF
- Prism
Buffalo Employee Conversion
Integrations Package
ADVANCED SERVICES
- Test Lead Services
- Change Management
-Data Transformation Services

Workday Launch Deployment Package Scope

Workday Launch is designed to help customers realize business objectives from their Workday Subscription in record time. Your deployment will deliver a robust foundation of features, business processes, and integrations packaged to deliver rapid value to your organization.

Workday Foundational elements such as dashboards, reporting, analytics, Business Process Framework, and employee self-service are built into every Workday module.

During your deployment, the following elements will be in scope for your Workday Launch Package.

Functional Scope includes:

Product	Description	Scope
Foundation	Business Process & Features	Payment Elections & Associated Rules
		Pre-Packaged Business Processes
		Workday Assistant (With ISA Opt In)
		Standard Notification Templates
	Organizations	Organizational Management
		Staffing Management
		Up to 15 Companies and Company Hierarchies
		Supervisory Organization and Hierarchy
		Cost Centers and Cost Center Hierarchy
		Custom Organizations and Hierarchy
		Locations and Location Hierarchy
		Region and Region Hierarchy
		Pay Groups

Product	Description	Scope
	Security	Multi-Factor Authentication
		Delivered Security Model
	Setup	English Language Support
		Global Address Localization
		Mobile
		Currencies
		5 Countries
	Worker Data	Contingent Workers
		Personal Information
		Contact Information
		Position and Job Profile Assignment
		Employee Types
	Reporting	Standard Dashboards & Analytics
		500+ Delivered Reports

Product	Description	Scope
HCM	Compensation	Basic Compensation Management
		Compensation Package
		Salary Plan
		Hourly Plan
		Period Salary Plan

Product	Description	Scope
		<p>Up to 5 Allowance Plans - Excluding reimbursable allowance Plans</p> <p>Up to 5 One Time Payment Plans</p> <p>Simple Total rewards statement without Payroll results</p> <p>1 Shell Commission Plan</p> <p>Delivered Compensation Bases</p> <p>1 Delivered Wage Theft Notice and one additional configurable Wage Theft Notice - US Only</p>
	Jobs and Positions	<p>Job Catalog (Job Family Groups, Job Families, Job Profiles)</p> <p>Position Management Staffing Model</p> <p>Management Types & Management Level Hierarchy</p>
	Onboarding	<p>Custom Onboarding Bulletin Worklets – 2 customized bulletin worklets including (up to) 5 content items in each</p> <p>Onboarding</p> <p>Up to 3 Custom Onboarding Templates</p> <p>I-9 Functionality</p> <p>Announcements - 1 for onboarding</p>
	Organization	<p>Organizations (Supervisory, Cost Center, Company, Region, Location, Custom) and Associated Hierarchies</p> <p>Establishments</p>
	Security Groups	Delivered Security Groups, Roles
	Setup	<p>Event Categories and Reasons</p> <p>Employee and Manager Self-Service</p> <p>Worker Types</p>

Product	Description	Scope
		Tenant Branding
		Skills Cloud (With ISA Opt In)
	Worker Data	Personal Data, Contact Information, ID Information
		Emergency Contact Information
		Employee Photos
		Delivered Service Dates
		Shifts
		Education
		Job History
	Reporting	Review Delivered Reports
		Enable Delivered Dashboards (Workforce Composition, Report Auditor)
		2 Remote Requirement Gathering Sessions Including Review of Workday Standard reports
		Report Development of up to 4 basic reports (No Forms or extensive Calculated Field Requirements) Includes: Configure & Prototype, Testing & Rework and Deploy to Production
		5 Remote Knowledge Transfer Sessions (Continuous project reporting support and Project meetings)
	Modifiable Business Processes	Hire Employee
		Create Position
		Terminate Employee
		Request One Time Payment
		Contract Contingent Worker
		Onboarding : 1 for New Hires and 1 for Job Changes

Product	Description	Scope
		Onboarding Setup
	Data Conversion	Up to 3500 Active FSE Employees or Contingent Workers Including Current Associated Personal Data and Current Job Record
		Terminated employees who received payment in the current year. (Using Worker Object)
		Up to 7,000 Additional Terminated Workers (Using Former Worker Object)
		Includes Loading of Employee Photos
		Attachment of Third Party Documents out of Scope
		Compensation – Current Compensation information only
		Job and Compensation History - Unlimited "History from Previous System"
		No Transactional History

Product	Description	Scope
Absence	Holiday Calendars	Up to 12 Holiday Calendars
		Holiday Calendar Rules
	Leave of Absence Types	Up to 10 Leave Types (Up to 5 with Leave Entitlements)
	Time Off Plans	Up to 15 Time Off Plans (Up to 5 with Accruals)
	Work Schedules	Up to 2 Work Schedule Calendars
		Up to 2 Work Schedule Rules
	Modifiable BPs	Correct Time Off
		Request Time Off
		Assign Work Schedule

Product	Description	Scope
		Request Leave of Absence
		Request Return Leave of Absence
	Data Conversion	Time off Balance Conversion Included
		Active Leaves for the Previous 12 Months
		Time Off Event Conversions Excluded

Product	Description	Scope
Benefits	Affordable Care Act	Core ACA Functionality: ACA Measurement Periods and Eligibility, ACA Dashboard, Setup for 1094-C and 1095-C Reports
	COBRA	Manage COBRA Eligibility Designations for Participants Who Lose Coverage
	Enrollment	Benefits for HQ Country
		Manage Benefit Enrollments Due to Eligibility Changes and Life Events
		Enrollment Event Rule
		CrossPlan Enrollment Rules
	Evidence of Insurability	Manage Evidence of Insurability
	Plans	Administer Benefit Enrollments for Most Commonly Offered Plan Types, Including Health Care (Medical, Dental, Vision), Insurance (Life, Disability), Spending Accounts (Dependent and Health Care), Health Savings Accounts, Retirement Savings (401k), and Additional Benefits Plans (Pet Insurance, Gym Membership, EAP, Critical Illness, and Long Term Care). Up to 50 Benefit Plans.
		Benefit Plans (Including all Components, Such as Eligibility Rules, Coverage Tiers, and Rates)
	Setup	Benefit Groups (Including Eligibility Rules)
		Individual Rates
		Benefit Annual Rates

Product	Description	Scope
		Benefit Defaults
		Passive Event Rules
		Benefit Events (Plus Conversion Events)
		Reinstatement Events
		Derived Coverage Targets
		Open Enrollment – upon hire and annual re-enrollment
	Modifiable Business Processes	Change Benefits for Life Events
		Change Benefits
		Dependent Event
		Passive Event
	Data Conversion	Current Benefit Elections
		Medical History for Current Year for ACA Reporting
		ACA Worker Hours and Wages
		Dependents & Beneficiaries
		Benefit Annual Rates

Product	Description	Scope
Payroll (United States)	Banking	Payment Election Rules
		Up to 2 Bank Accounts, 2 Routing Rules, Default Check Layout
		Financial Institutions
	Checks and Payslips	Default Check and Payslip Layouts

Product	Description	Scope
	Costing Allocations	Simple Worker Costing Allocations - Single Dimension
	General Ledger	Fiscal Posting Intervals, Schedules, Summary Schedules, Fiscal Years
		Journal Sources, Ledger, Ledger Types, Account Sets, Account Posting Rules
	Pay Components	Up to 150 Pay Components (Earnings and Deductions)
		Net Pay Validation and Arrears
		Pay Accumulations, Pay Balances, Pay Component Groups, Tax Authority
	Payroll Processing	Up to 2 Pay Groups
		1 Run Category
		Off-Cycle Payments
		Retro Processing
		Audit Report Configuration
		Effort Certification
		Payroll Involuntary Withholding Orders and Deduction Recipients Processing
	Period Schedules	Period Schedules for Payroll
		Generate Period Schedule Periods
		FLSA Work Period Calendar Rules
	Tax Reporting	Companies
		Company Federal, State and Local Payroll Tax Reporting
		W-2 Configuration
		Payroll Reporting Codes

Product	Description	Scope	
		Payroll Tax Filing Configuration	
	Additional Configuration	Effort Certification	
		Commitment Accounting with Fringe	
	Modifiable Business Processes		Settlement Run Event
			Assign Pay Group
			Effort Certification
			Create Initial Commitment
			Commitment Adjustment
			Payment Release Event
	Data Conversion		Payroll Balances for Current Year
			Worker Tax Elections
			Withholding Orders Excluded (Manual Data Entry Required)
			Worker Payment Elections
			Costing Allocations Excluded

Product	Description	Scope
Time Tracking	Alerts and Validations	Up to 3 Alerts
		Up to 5 Time Entry Validations
	Security	Up to 2 Security Groups to Support Employee Self Service and Manager Self Service
	Time Calculations	Up to 5 Time Calculation Groups
	Time Entry	Up to 6 Time Entry Templates

Product	Description	Scope
	Reporting	Time and Absence Dashboard
		Review Time Task
	Modifiable Business Processes	Assign Work Schedule
		Enter Time
		Reported Time Batch Event
	Data Conversion	Excluded from the scope for go-live

Product	Description	Scope
Advanced Compensation - Standard	Advanced Compensation Plans	Up to 8 Bonus Plans
		Up to 2 Merit Plans
		Up to 3 Stock Plans
		Lump Sum One-Time Payment Plan
	Compensation Performance Factor	Compensation Matrices
		Compensation Scorecards with Multiple Organizational Results
	Compensation Review Processing	Parallel Staffing Event Rules
		Up to 3 Consolidated or Standalone Review Processes
		Up to 3 Modifiable Pre-Configured Grids
		Custom Validation Rules
		Processing by Supervisory, Location and Cost Center Hierarchies (dependent on HCM configuration)
		Proration Rules

Product	Description	Scope
		Waiting Period Rules
		Stock Rate Tables
	Security	1 Custom Security Group (i.e. Compensation Planner)
	Reporting	Delivered Custom Reports and Dashboard
		Delivered Merit Statement
	Modifiable Business Processes	Compensation Review Process
		Merit, Bonus, Stock Plans and Employee Plan Assignments, Stock Grant History, one year of Compensation Transactional History (Time in Plan, Base Pay Changes and Target Changes)

Product	Description	Scope
Learning	Security Groups	Security Groups (Up to 4 security groups excluding topic and course segmented security groups)
		Topic and Course Segmented Security (up to 10 segments with 10 supporting security groups)
		Business Process Security Policies (minor changes)
	Setup	Learning Configuration on Edit Tenant Setup tasks
		Configure Learning Domains
		Configure Learning Dashboards (Learning, Learning Administrator, My Team's Management, My Library, Learning Trainer, Home)
		Up to 10 Topics
		Up to 50 Learning Instructors
		Up to 50 Learning Assessors
		Up to 8 Campaign Audiences
		Up to 8 Campaigns

Product	Description	Scope
		<p>Up to 8 Custom Notifications</p> <p>Up to 5 Reason Codes for Drop Enrollments, Cancel Learning Enrollments, Cancel Course Offerings</p> <p>Up to 5 Prerequisites</p> <p>Up to 5 Equivalencies</p> <p>Up to 5 Validation Rules</p>
	Transformation	<p>Learning Transformation Survey – Workday will conduct a Learning Transformation survey for both employees and managers. The customer will determine the appropriate audiences to participate in each survey. The survey will take participants approximately 5 minutes to complete.</p> <p>Transformation Workshop Pre-reads – Upon completion of the Learning Transformation survey, Workday will create a summary of the survey results and create a package of pre-reads to be sent prior to the Transformation Workshop. The package of pre-reads will include a summary of the survey results, as well as WD best practices and industry insights to help the customer generate ideas and opportunities as they begin to rethink the learning model.</p> <p>Transformation Workshop – Workday will conduct a half-day, onsite workshop to help the customer begin to build the foundation for a new learning model, including a learning vision, learning strategy guiding principles, learning goals and learning impacts. Additionally, WD will help the customer identify and sequence learning operational priorities for the near and long-term.</p> <p>Transformation Deliverables – At the conclusion of the workshop Workday will consolidate all of the notes from the session and create a deliverable package based on the workshop outcomes.</p>
	Reporting	Delivered Reports and five additional delivered custom reports (Learning Video Interactions, Learning Upcoming Course Offerings, Learning Survey Responses, Learning Duration, Learning Completion and Required Learning)
	Modifiable Business Processes	<p>Manage Lesson</p> <p>Manage Learning Instructor</p> <p>Manage Course</p> <p>Manage Course Offering</p> <p>Cancel Course Offering</p>

Product	Description	Scope
		Enroll in Content
		Mass Enroll
		Drop Learning Enrollment
		Manage Program
		Manage Equivalency Rule
		Cancel Learning Enrollment
		Mass Cancel Learning Enrollments
		Campaign Event

Product	Description	Scope
Recruiting	Business Processes	Internal Application
		Auto Disposition Candidate's Other Job Applications
		Auto Unpost Jobs
		Task Consolidation for Review Offer
		Job Requisition Management
		One Time Payment for Offers
		Evergreen Requisition Management
		Candidate Screening
		Candidate Review
	Career Site Configuration	Candidate Home
1 Internal and 1 External Career Site		

Product	Description	Scope
		1 Internal Career Site for Non-Workers
		External Candidate Job Alerts
		External Career Site Privacy Policy
		Configurable Candidate Consent
		Prospect Introduce Yourself on External Career Site
	Configurable Content	Up to 10 Offer Letter with up to 4 Text Blocks (intended for exempt, nonexempt, union, conditional offers, hourly non union and 5 additional)
		Up to 2 Internal and 2 External Questionnaires
	Integrations	Guidance of Apply with LinkedIn - Up to 1 hour of Support
		Workday Outlook or Google Calendar Interview Scheduling integration
	Security	Primary Recruiter Security
		Prospect Management
		Candidate Pool functionality
	Setup	Assessments
		Interview Management
		Interview Ratings
		Candidate Endorsement
		Configurable Section Headers and Instructional Text on Job Application Templates
		Duplicate Management
		Parallel Stages
		Job Requisition Categories and Reason
	Reporting	Recruiting Standard Reports

Product	Description	Scope
		Candidate Grid
		Job Requisition Workspace
	Modifiable Business Processes	Job Application (1 Dynamic Workflow)
		Offer
		Job Requisition
	Data Conversion	Up to 100 Open Job Requisitions and Corresponding Open Positions
		Open Positions Not Associated With Job Requisitions Excluded
		Active Candidate Data Conversion Excluded

Product	Description	Scope
Talent Optimization	HCM Core	Worker Summary
	Performance	Up to 3 Performance Review Templates
		Goals
		Development Items
		Check-Ins
	Succession	Manage Succession Plan
		Up to 50 Positions for Succession: includes Readiness setup
		Assess My Team's Potential
		Assess Potential
		Relocation Preferences
		Travel Preferences

Product	Description	Scope
	Talent Core	Succession
		Manage Competencies
		Mentor
		Anytime Feedback
		Career Interests
		Job Interests
		Up to 2 Custom Notifications per Business Practice
	Modifiable Business Processes	Start Performance Review
		Complete Self Evaluation for Performance Review
		Complete Manager Evaluation for Performance Review
		Import Professional Profile
		Give Feedback
		Set Review Content for Performance Review
		Manage Goals
		Competencies
		Assess Potential

Product	Description	Scope
Accounting	Allocations	Up to 25 Allocation Definitions
	Book Codes and Books	Multi-Book Accounting (GAAP and non-GAAP)
		Consolidation

Product	Description	Scope
	Consolidations and Intercompany	Intercompany Process
	Financial Accounting Structure	Core Financial System of Record
		Ledger to Track Actuals Only
		Alternate Fiscal Schedules for Reporting Only
		Balancing by Company/Legal Entity Only
		Single Primary Chart of Accounts for All Companies
		Single Primary Fiscal Schedule for All Companies
		Operations in up to 5 of the following countries: United States, Canada, United Kingdom, New Zealand, Netherlands, Ireland, Australia
		Journals
	Import Journals via Spreadsheet	
	Accounting Adjustment	
	Custom Validations (Maximum 10 Custom Validations)	
	Automated Transaction Matching	
	Multicurrency Processing	Currency Translation
		Currency Rates (Manual updates)
		Revaluation
	Statistics	Up to 15 Statistics definitions
	Reporting	Income Statement
		Customized Trial Balance
		Balance Sheet

Product	Description	Scope
		Assessment of customer current report inventory vs Workday delivered reports. Estimate of number of custom reports and their complexity
		Assistance and guidance enabling up to three delivered dashboards and creation of one custom dashboard of average complexity.
		Up to four knowledge transfer sessions to provide guidance regarding report administration.
	Modifiable Business Processes	Accounting Adjustment Event
		Accounting Journal Unpost Event
		Accounting Journal Event
	Data Conversion	Single Summarized Journal for Each Company Per Period with a Maximum of One Fiscal Year Plus Current YTD
		Company Base Currency Only
		Transactional Journals Not Converted

Product	Description	Scope
Banking & Settlements	Bank Reconciliation	Bank Reconciliation
		Foundation Delivered Bank Reconciliation Matching Rules and First Notice Rules only (Parsing Rules Excluded)
	Banking Setup	Bank Account Management
		Up to 2 Financial Institution
		Up to 5 Bank Accounts per Company
		Operational Transactions in up to 5 of the following countries: United States, Canada, United Kingdom, New Zealand, Netherlands, Ireland, Australia
	Settlement	Settlement
		Ad Hoc Payment

Product	Description	Scope
		Bank Routing Rule
		Bank Account Transfer for Settlement
		Ad Hoc Bank Transaction
		Payment Acknowledgments
		Miscellaneous Payment Request
	Modifiable Business Processes	Settlement Event
		Bank Account Transfer for Settlement
		Bank Account Event
		Ad Hoc Payment Event
		Miscellaneous Payment Request Event
		Ad Hoc Bank Transaction
	Data Conversion	Beginning Balance
		Unreconciled Open items

Product	Description	Scope
Budgets	Loading Plans	Import Budget via Spreadsheet only
		Custom Validations (Maximum 10 Custom Validations)
	Plan Setup	Financial Budgets for Purposes of Reporting Budget to Actuals Only. No Budget Amendments
		Plan Worktags
		Plan Structures (up to 5 structures)
	Plan Templates	Plan Templates

Product	Description	Scope
	Reporting	Budget vs Actual by Cost Center
	Data Conversion	Current Year Budget Data

Product	Description	Scope
Business Assets	Asset Accounting	Asset Accounting
		Asset Sharing
		Asset Depreciation for GAAP book only'
		Asset Book Rules
		Asset Adjustments
		Non WIP Related Assets Only
		Operational Transactions in up to 5 of the following countries: United States, Canada, United Kingdom, New Zealand, Netherlands, Ireland, Australia
	Asset Maintenance	Asset Reclassification
	Asset Tracking	Asset Custodianship
		Pooled Assets
		Asset Transfer
	Modifiable Business Processes	Asset Registration
	Data Conversion	Active Capitalized Assets (Reconciled to Balance Sheet)
		Tracked Expensed Assets (No Cost)

Product	Description	Scope
Customer Accounts	Cash Sales	Cash Sale
	Customer Collections	Customer Invoice Maintenance
		Customer Statement (Standard Layout)
		Receivable Write Off
		Receivable Aging
		Collections and Dispute Activities
		No Customer Portal
		Interest and Late Fees
		Customer Invoices
	Intercompany Invoice	
	Direct Intercompany Invoice	
	Custom Validations (Maximum 10 Custom Validations)	
	Up to 1000 Sales Items	
	Dunning Letters (Standard Layout)	
	Operational Transactions in up to 5 of the following countries: United States, Canada, United Kingdom, New Zealand, Netherlands, Ireland, Australia	
	Customer Payments	
		Delivered Auto-Apply Payment Rules Only
		Customer Deposit
	Customer Refunds	Customer Refund
	Deferred Revenue	Revenue Recognition Schedule Templates
		Deferred Revenue Recognition

Product	Description	Scope
	Transaction Tax	Manual selection on transactions for configured Tax Authorities, Rates, Codes and Applicability for In Scope Countries only. Tax Defaulting logic is not included.
	Modifiable Business Processes	Bad Debt Write-off Event
		Customer Event
		Customer Invoice Event
		Customer Refund Event
	Data Conversion	Open Account Receivables Items in Transaction Currency
		Customers with Activity Within 6 Months Prior to Go Live

Product	Description	Scope
Supplier Accounts	1099 Reporting	1099 Adjustment
		1099 Suppliers
	Supplier Contracts	Supplier Contracts (Scheduled or Manual Invoice Contract Types Only)
	Supplier Invoices	Supplier Invoice
		Recurring Supplier Invoice
		Supplier Invoice Attributes
		Supplier Invoice Retention
		Prepaid Spend Amortization
		Direct Intercompany Supplier Invoice
		Custom Validations (Maximum 10 Custom Validations)
		Up to 2 Custom Objects (sub recipients budget categories & Dollar amounts)

Product	Description	Scope
		Standard CSV Email Remittance to Suppliers
		Operational Transactions in up to 5 of the following countries: United States, Canada, United Kingdom, New Zealand, Netherlands, Ireland, Australia
		Supplier Invoice Matching against Contract
	Suppliers	Supplier Connection
		Purge Supplier Information
		Supplier Request
		No Supplier Portal
	Transaction Tax	Manual selection on transactions for configured Tax Authorities, Rates, Codes and Applicability for In Scope Countries only. Tax Defaulting logic is not included.
	Modifiable Business Processes	Supplier Invoice
		Supplier Change Event
		Recurring Supplier Invoice
		Supplier Event
	Data Conversion	Open Accounts Payable Items in Transaction Currency
		Current year to date 1099 balance
		Suppliers and Supplier Connections for those suppliers with Open Payable Items as well as suppliers with activity within 6 months prior to go live.

Product	Description	Scope
Expenses	Expense Credit Cards	Any Credit Card Integrations In Scope for Expenses related to Worker T&E Expenses Only
		Single Tax Code Defaulted for Expenses

Product	Description	Scope
		If Corporate Liability card exists, then you must purchase related integration
	Expense Rate Tables	Mileage Rates
		Expense Rate Tables (Maximum 5 Expense Items with Rate Tables Included)
		Simple Per Diem (non Travel Journal)
	Expense Reports	Processing of Expenses Reports for Workers and Pre-Hires (no Spend Authorizations)
		Create' Delegation for "Chief Level" Executives Only
		Custom Validations (Maximum 10 Custom Validations)
		Expense Item Attributes (Maximum 20 Attributes)
		Expense Report Instructions
		Travel Profile
		Mobile Enablement
		Expense Report Payment
		Operational Transactions in up to 5 of the following countries: United States, Canada, United Kingdom, New Zealand, Netherlands, Ireland, Australia
	Transaction Tax	GST setup and configuration
	Spend Authorization	Configuration of Spend Authorizations for travel preapprovals
	Modifiable Business Processes	Expense Report Event
	Data Conversion	Worker Payment Elections for Expense Payments

Product	Description	Scope
Procurement	Procurement Setup	Operational Transactions in up to 5 of the following countries: United States, Canada, United Kingdom, New Zealand, Netherlands, Ireland, Australia

Product	Description	Scope
		Up to 1,000 Generic Purchase Items
		Purchase Item Request
	Purchase Orders	Change Order
		Purchase Order (Standard Layout)
	Receipts	Receipt Accruals
		Receipt
	Requisitions	Requisition
		Sourcing
	Supplier Contracts	Supplier Contract
	Suppliers	Supplier Invoice Matching
		Return to Supplier
		Matching Override
		Supplier Retention
		No Supplier Portal
	Transaction Tax	Manual selection on transactions for configured Tax Authorities, Rates, Codes and Applicability for In Scope Countries only. Tax Defaulting logic is not included.
	Reporting	Supplier Performance Dashboard, Buyer Dashboard, Supply Chain Worker Activity, and the delivered supporting reports.
		Up to four knowledge transfer sessions to provide guidance regarding report administration.
	Modifiable Business Processes	Requisition Event
		Change Order Event
		Supplier Contract

Product	Description	Scope
		Purchase Order Event
		Supplier Accounts Match Event
		Supplier Contract Amendment
		Supplier Accounts Match Exception Override Event
	Data Conversion	Up to 100 Open Supplier contracts
		Up to Open Approved Purchase Orders
		Receipt for Open Approved Purchases Orders

Product	Description	Scope
Grants	Awards	Award Contracts and required attributes
		Award Schedules
		Catalog of Federal Domestic Assistance (CFDA)
		National Science Foundation codes used for Award reporting
		Special Condition Types
		Award Plan Structure and Award Budgets
		Award Spending Restrictions
	Facilities and Administration	Up to 10 F&A Rate Agreements
		F&A Exceptions and Waivers
		Calculate F&A Costs
		F&A Revenue Allocation

Product	Description	Scope
	Grants Reporting	Award/Grant Reporting/Dashboards
	Sponsor Billing	Award Billing for Cost Reimbursable and Fixed Cost Awards
		Workday delivered Cost Reimbursable Invoice Layout
		Sponsors
	Sponsor Payment Processing and Application	Sponsor Payment Processing
		Letter of Credit Processing
	Modifiable Business Processes	Award Event
		Award Correction
		Award Amendment
		Award Spend Restrictions and Grant routing/approval for Sponsored Award processing on spend BPs
		Security Roles and Assignments for Award and Grant reporting and routing
	Data Conversion	Grants/Grant Hierarchies, Roles Assignments, Default Worktags
		Open Sponsor Invoice Balances
		Sponsors associated to Active Awards
		Subrecipients/Suppliers
		Award Contracts active at Go Live
		Award Life to Date Billed Balances via Award Historical Cumulative Lines for Active Awards at Go Live
		Award Life to Date Expenditure and/or Revenue Balances for Active Awards at Go Live
		Letter of Credits Active at Go Live
		Award Budgets for Active Awards at Go Live
	Ad Hoc	Grants management enhanced hours to support complex grant needs

Product	Description	Scope
Financial Planning	Structure	Budget and forecast up to 5 years out using a common methodology.
		Planning occurs in time periods of months, quarters or years
		One Chart of Accounts structure, calendar, common set of templates and processes across the organization
		Up to 20 Legal Entities and 20 Entity Currencies (Single Currency per Entity)
	Revenue	Up to 2 Revenue Streams (Stream = single source of revenue of one standardized planning methodology across all required Dimensions) Up to 4 Dimensions per Stream.
	Operating Expense	Operating Expenses include up to 50 Expense Account calculations and 2 Supporting Schedules (a model built for a single or group of GL accounts using a single methodology with common dimensions and a single manually imported / maintained data set).
	Personnel Expense	Up to 2 Personnel Expense models (current roster and open positions) with up to 3 Employee Groups: Salary, Hourly and Contingent Labor. No Labor Unions unless purchased via Additional Scope.
		Manual Data Entry for Transfers, Splits, Planning Allocations by Level (Single-Step, Not Sourced from Payroll data) Manual changes made in one version do not persist upon a refresh of data from source.
		Fringe Benefits and Tax Rates
		Merit and Bonuses
	Capital Expense	Capital Expense Model using straight line depreciation for newly planned assets. Summary (not at asset level) Capital sheet to accept depreciation schedule for existing assets.
	Deployment Approach	The Workday Adaptive Planning and Workday Financials project will start independently of each other. The Adaptive meta-data structure and data will be manually built and loaded from the existing sources. Once the Workday Production tenant is built a reconciliation of the manually built Adaptive structure, data, models and reports will occur to ensure alignment. Once aligned automation of the build of Adaptive structures and the load of Workday data will occur.
Planning Allocations	Up to 10 Single Step Departmental (cost center / account) Allocations. Does not include distributions across other dimensions.	
Reporting	Enable security on Levels and configure Dimensional Access Control for up to one additional dimension	

Product	Description	Scope
		One Income Statement Format (account / dimensions) that incorporates all templates and business logic Up to 10 KPI's, Conduct up to 6 remote hands-on workshops (up to two hours each) to walk-through building reports/dials/dashboards. Provide best practice guidance around design Consult with Customer on specific dial design challenges; Help Customer with how-to questions. Reports and Dashboards to be completed by Customer prior to UAT.
	Training and Enablement	Knowledge transfer and documentation for all planning models built will be provided using Workday's documentation format and tools; end-user documentation and end user training is excluded Final review & testing: includes an end-to-end walk-through of each model with Customer and support of Customer UAT scripts development Admin training: includes training for up to 5 power users on administrative responsibilities and maintenance of the system 'Train the Trainer' training session. Delivery Assurance: provides oversight throughout the project to ensure build is consistent with best practices 2 Weeks of post production support are included in scope
	Not Included	Financial Consolidations (unless purchased via Additional Scope) Balance Sheet and Cash Flow (unless purchased via Additional Scope) Payroll or Payroll Costing Allocations as a source

Product	Description	Scope
Prism Extended Workforce (Supporting Role)	Included Features	Blend all workers from external systems (external contingent workers, global workforce, mergers & acquisitions, etc.) with those in Workday for one consolidated view of your business. Workday Professional Services will help customer complete pre-configured templates and Workday Prism Analytics pre-built functionality as mutually agreed by the parties and within the parameters of the scope components listed below. The configuration of each component listed below will be designed during the early stages of the project.
		External Workforce
		Supervisory Organization Mapping
		Location mapping file
	Dashboards	<p>Extended Workforce Dashboard</p> <ul style="list-style-type: none"> - Headcount & Base Pay by Country - Hires Over Time - Headcount by Company - Top 5 Location Headcount - Management Level Headcount

Product	Description	Scope
Prism Total Rewards Statement	Included Features	Consolidate external compensation and rewards (commission, benefits, allowances, bonuses, etc.) with Workday compensation and rewards for a complete view. Workday Professional Services will help customer complete pre-configured templates and Workday Prism Analytics pre-built functionality as mutually agreed by the parties and within the parameters of the scope components listed below. The configuration of each component listed below will be designed during the early stages of the project.
		External Compensation
	Rewards File	
	Reports	Worker Profile Tab Report - Transposed

Basic Integration scope includes:

Detailed integration discovery and analysis will be conducted during the Plan and Architect Stages of the Project to rationalize scope and requirements against the integrations. The parties agree to an assumption for an integrations package.

Workday Integration Template	Integration Classification	Complexity	Workday as Responsible Party ⁽¹⁾
End to End Connectors	Configured Integration	Minor	12
Connectors	Configured Integration	Low	4
EIB / DT / BIRT	Developed Integration	Moderate	8
Workday Studio	Developed Integration	High	4
Total # of Deliverables by Responsible Party			28

Optional Services:

Below are services and potential deployment functional scope requesting to be included with detail on what the offering provides in the Partner response:

Advanced Services Scope Statement
Test Lead Services
Change Management
Data Transformation

Advanced Services Scope Statement	Description
Test Lead Services	The Test Lead is responsible for guiding Customer’s testing management process for Functional Configuration, Business Process, Integrations, Data Conversion, and Reporting. The Test Lead will guide the Customer and the project team through the Workday methodology initial test cycles and approach. Test Lead will facilitate the test strategy and test scenario creation workshops and co-facilitate the Testing Kick Off with the Customer.
Change Management	The change management service partners experienced resource(s) with the customer change management team to plan and execute activities related to change management, communications, and training development to promote end-user adoption of Workday.
Data Transformation Services	With Workday Data Transformation Services, Data Conversion Consultant(s) partner with the customer project team to own the data transformation process. This reduces customer effort, improves data conversion quality, and reduces project risk.