ATTACHMENT TO ORDER FORM
STATEMENT OF WORK
IMPLEMENTATION SERVICES FOR DAYFORCE

This is the implementation SOW for **Dayforce Merger Services** as contemplated in the Order Form made between Dayforce and Client to migrate one Dayforce instance to another Dayforce instance. This SOW sets forth the details for the implementation Services and/or deliverables (the "Implementation Services") to be provided in respect of the products and the corresponding Services package purchased as set forth in the attached Order Form. Capitalized terms not defined in this SOW shall have the meanings ascribed to them in the MSA.

1. Executive Summary

Client has engaged Dayforce to update Client's existing configuration of the products purchased pursuant to the Order Form, for the additional Employees ("Updates") being transferred from another Dayforce database:

- Dayforce Platform or Dayforce Agentic Platform
- Dayforce Payroll or Dayforce Agentic Payroll (applicable to Australia (AUS), Canada (CA), New Zealand (NZ), Republic of Ireland (IRE), Singapore (SGP), United Kingdom (UK), or United States (US) only)
- Dayforce Global Payroll or Dayforce Agentic Global Payroll (applicable to Territories outside AUS, CA, NZ, IRE, SGP, UK or US)
- Dayforce Payroll Interface (applicable to Territories outside of AUS, CA, NZ, IRE, SGP, UK or US)
- Dayforce Benefits or Dayforce Agentic Benefits (applicable to CA, IRE, UK or US only)
- Dayforce Benefits Intelligence (US only)
- Dayforce Time and Attendance or Dayforce Agentic Time and Attendance

Dayforce will update the role security, as needed, to extend access to the following products, pursuant to the Order Form, for the additional Employees:

- Dayforce Wallet (applicable to CA, UK or US only)
- Dayforce Advanced Workforce Management
  - Dayforce Workforce Budgeting
- Dayforce AI Assistant
- Dayforce AI Agents
- Dayforce Talent Acquisition Package or Dayforce Agentic Talent Acquisition Package
  - Dayforce Onboarding or Dayforce Agentic Onboarding
  - Dayforce Recruiting or Dayforce Agentic Recruiting
- Dayforce Onboarding or Dayforce Agentic Onboarding
- Dayforce Recruiting or Dayforce Agentic Recruiting
- Dayforce AI Interviewer
- Dayforce Talent Management Package or Dayforce Agentic Talent Management Package
  - Dayforce Performance Management or Dayforce Agentic Performance Management
  - Dayforce Engagement or Dayforce Agentic Engagement
  - Dayforce Compensation Management or Dayforce Agentic Compensation Management
  - Dayforce Succession Planning or Dayforce Agentic Succession Planning
- Dayforce Performance Management or Dayforce Agentic Performance Management
- Dayforce Engagement or Dayforce Agentic Engagement
- Dayforce Compensation Management or Dayforce Agentic Compensation Management
- Dayforce Succession Planning or Dayforce Agentic Succession Planning
- Dayforce Talent Development Package or Dayforce Agentic Talent Development Package
  - Dayforce Learning or Dayforce Agentic Learning
  - Dayforce Career Explorer or Dayforce Agentic Career Explorer
- Dayforce Talent Development Package Plus or Dayforce Agentic Talent Development Package Plus
  - Dayforce Learning or Dayforce Agentic Learning
  - Dayforce Career Explorer or Dayforce Agentic Career Explorer
- Dayforce Learning or Dayforce Agentic Learning
- Dayforce Career Explorer or Dayforce Agentic Career Explorer
- Dayforce Communications
- Dayforce Command Center for Frontline Operations
- Dayforce Language Packs
- Dayforce Identity Integration
- Dayforce People Analytics or Dayforce Agentic People Analytics
- Dayforce Strategic Workforce Planning or Dayforce Agentic Strategic Workforce Planning
- Dayforce Planning and Analytics Package or Dayforce Agentic Planning and Analytics Package
  - Dayforce Strategic Workforce Planning or Dayforce Agentic Strategic Workforce Planning
  - Dayforce People Analytics or Dayforce Agentic People Analytics
- Docusign eSignature
- Dayforce Enterprise Cloud Connectors
  - Dayforce Payroll Connector for Oracle HCM
  - Dayforce Payroll Connector for SAP SuccessFactors
  - Dayforce Payroll Connector for Workday
  - Dayforce Payroll Connector for NetSuite
  - Dayforce Connector for Benefit Carriers

2. Implementation Methodology

Dayforce determines the scope of work, timelines and Fees for Implementation Services on the basis that the Implementation Services will be delivered as one continuous project and has scheduled resources based on this assumption. Any delays or phased roll out may impact the One Time Fees and could result in a complete work stoppage until resources can be reassigned.

The tasks, duties, responsibilities, and deliverables to be provided by Dayforce to Client in connection with the Implementation Services will be provided in 3 high level stages, which are described below. Note: activities within each stage may be adjusted to reflect project scope, and/or complexity. Not all activities apply to all projects. Adjustments will be identified during the Ready stage.

		Primary Responsibility	
Stage	**High-Level Task**	**Dayforce**	**Client**
Ready	Implementation team assigned	X	
	Jointly review business goals, project objectives and success criteria	X	
	Jointly review Dayforce methodology	X	
	Identify Client core project team members (Project Manager, Power Users, as identified below)		X
	Client PM and Power Users complete required training		X
	Establish project roles and responsibilities	X	
	Establish project governance	X	
Set	Lead requirements gathering workshops for all contracted items	X	
	Review scope of configuration set forth herein based upon the purchased package	X	X
	Document requirements in a requirements gathering workbook (the "Requirements Gathering Workbook")		X
	Document integration and data conversion requirements, as appropriate	X	
	Document testing strategy		X
	Create project timeline	X	
	Create a Software Requirements Specification ("SRS") for Client sign off prior to commencing configuration	X	
	Execute SRS which will contain a revised estimate to the stated number of hours in the Order Form, including any additional hours due to configuration identified as out of scope from purchased package. Out of scope additions may impact the timeline.		X
	Configure the solution per the Requirements Gathering Workbook	X	
	Provide data for all data mapping and data loads (if applicable)		X
	Complete initial data mapping and data loads (if applicable)	X	
	Conduct unit testing/QA of configured solution	X	
	Develop test scenarios for execution in UAT		X
	Execute test cases in TEST environment for UAT		X
	Address Client's testing results in the TEST environment through resolution of issues as documented in test cases	X	
	Provide data for final data loads (if applicable)		X
	Complete final data loads (if applicable)	X	
Go	Jointly complete production cutover activities	X	
	Complete organizational go-live preparedness activities		X
	Prepare production environment	X	
	Support one (1) live production run through triage and resolution of Client's documented issues	X	

3. Dayforce and Client Roles and Responsibilities

To facilitate the successful delivery of the Implementation Services, Client and Dayforce will ensure the appropriate individuals are assigned and available, as applicable, to fill the following roles with the associated responsibilities. Depending on project scope, not all projects will require separate individuals for all roles and/or responsibilities. Roles and responsibilities by individual will be confirmed and agreed upon by both Parties during the Ready stage.

Dayforce Role / Responsibilities	Client Role / Responsibilities

Project Sponsor	• Provide overall direction and management support for the Implementation team • Allocate necessary resources • Participate in executive updates and checkpoints • Address project escalations in a timely manner	Project Sponsor	• Provide overall direction and management support for the project team • Allocate necessary resources • Participate in executive updates and checkpoints • Address project escalations in a timely manner • Make business decisions in a timely manner
Project Manager	• Develop, maintain and track progress timelines • Facilitate communication between project teams • Act as a central point of contact for all day-to-day activities (if applicable) • Lead and manage change control activities	Project Manager	• Participate in development and update of project plan and associated logs • Manage Client project team and third party resources and deliverables • Provide input to project status reports and participate in meetings • Act as a central point of contact for all day-to-day activities from all locations and/or business areas • Represent Client in change control activities • Facilitate sign-off of key project documents and deliverables • Facilitate communication between Client and third party groups and stakeholders • Plan and manage rollout strategy and logistics • Develop and manage the execution of an organizational readiness plan • Manage the development of a test strategy, test cases and test case execution
Implementation Consultant(s)	• Lead requirements gathering/validation and documentation through the Set stage • Convey implementation best practices to leverage features and functionality • Lead solution configuration, QA, review and refinement • Provide guidance on testing suggested best practice and provide test strategy and test case templates • Support Client testing	Client Power Users	• Provide detailed requirements in the Requirements Gathering Workbook as input to the Set stage • Participate in requirements gathering/validation and review of documented requirements for sign-off • Participate in solution configuration and refinement by completing assigned tasks and deliverables as documented in the project plan • Develop a test strategy and detailed test cases for execution at specific test stages of the project (Sandbox functional testing, UAT and parallel processing) • Execute test cases and document test results • Complete role-specific training at appropriate points in the project lifecycle as documented in the Dayforce Training Portal (DTP) training curriculum • Complete rollout of the solution across the organization • Complete organizational readiness activities leveraging Dayforce provided best practices and collateral • Assume ownership of the configured solution at go-live
		Client SMEs	•Provide in-depth business and/or domain knowledge as required throughout the project lifecycle. Key activities include: • Participating in requirements gathering/validation and documentation review • Participating in solution configuration • Participating in solution review and refinement • Data collection and data validation for area of responsibility (HR, Benefits, Payroll, Time and Attendance, Talent Management, etc.) • Providing technical support (specifications and data for inbound/outbound data feeds, custom reporting, data conversion/migration as documented in the project plan) • Developing and executing of test cases for area of responsibility •Data validation and audit of test data for area of responsibility
Technical Consultant(s)	• Engage with Client's third-party vendors to validate file type, structure and mapping requirements to build the export file • Partner with the Dayforce Implementation Consultant to build out the configuration to support the export • Build and test the export and provide Client with output of data issues that need to be corrected • Gather vendor and Client sign off once testing cycle is completed to move export into production	Export SMEs	• Engage Client's third-party vendors regarding changes to exports/interfaces • Provide contact information for Client's third-party vendors, details of vendor's account structure, and file layout/specifications to Dayforce • Complete export details tab of project workbook and prepare for project kick-off • Review and approve outputs of test cases with the Implementation Consultant, including validating and rectifying data related issues
Dayforce Training Services	• Provide access to Organizational Readiness Toolkit • Process access to Dayforce Training Portal • Schedule and deliver Client exclusive sessions (optional) • Schedule and deliver custom training sessions (optional)	Org Readiness Champion	• Develop organizational readiness plan • Register key project team resources and administrators for access to Dayforce Training Portal. • Monitor ongoing progress of training and organizational readiness activities • Develop and deliver training to end users

4. Services, Responsibilities and Deliverables for Implementation of Products and Functionality

The components listed below reflect those components and the corresponding scope that are available with respect to the products listed in the Order Form. Dayforce will provide access to and implement those components indicated below as included. Additional Fees may apply to any additional Implementation Services requested by Client. It is assumed that Client is already live in the Territory(ies) and transitioned to Support.

Unless a task, duty, responsibility or deliverable is expressly identified as included for the purchased package below, it is out of scope and will not be provided or performed by Dayforce as part of the Implementation Services. Without limiting the generality of this principle, Dayforce and Client expressly confirm that the following specific items are out of scope:

- Development of Client-specific process maps;
- Development of training materials outside of the learning services specified herein;
- Client resource and/or third-party vendor management.

Notwithstanding the foregoing, Dayforce confirms that it will review existing security roles for the products and configure the roles as needed for the additional Employees.

Scope of Configuration	Plus	Advanced	Premium
Payroll: New legal entities	Up to 3	Up to 4	Up to 6
Platform: New sites per legal entity	Up to 5	Up to 6	Up to 15
Platform: New departments per site	Up to 2	Up to 4	Up to 5
Platform: New onsite departments per legal entity	Up to 10	Up to 24	Up to 75
Platform: Configuration of new employee properties	-	Up to 2	Up to 5
Platform: Updates to existing employee properties	-	Up to 3	Up to 6
Platform: Configuration of new employee groups	-	Up to 3	Up to 6
Platform: Configuration of new status codes	-	Up to 3	Up to 6
Platform: Configuration of new status reasons	-	Up to 6	Up to 10
Platform: Configuration of new pay classes	-	Up to 3	Up to 6
Platform: Configuration of new pay types	-	Up to 3	Up to 6
Platform: Configuration of new roles	-	Up to 2	Up to 4
Platform: Updates to existing roles	-	Up to 2	Up to 6
Payroll: New earnings & deduction codes (not Deferred Comp / RRSP / Pension Plans)	Up to 10	Up to 20	Up to 40
Payroll: New earnings & deduction codes (Deferred Comp / RRSP / Pension Plans)	Up to 1	Up to 3	Up to 5
Payroll: New pay groups	Up to 3	Up to 4	Up to 6
Payroll: Configuration of new check templates	-	Up to 3	Up to 6
Payroll: Configuration of new payroll groupings	-	Up to 3	Up to 6
Payroll: Configuration of new delivery packages	Up to 2	Up to 4	Up to 10
Time and Attendance: Configuration of new hourly / salary time off policies	-	Up to 3	Up to 5
Time and Attendance: Configuration of new entitlement policies	-	Up to 3	Up to 5
Time and Attendance: Configuration of new workflow / forms	-	Up to 1	Up to 3
Time and Attendance: Configuration of new pay policies	-	Up to 2 (3 unions)	Up to 5 (5 unions)
Time and Attendance: Updates to existing entitlement policies	Up to 2	Up to 3	Up to 5
Time and Attendance: Updates to existing workflow / forms	Up to 2	Up to 3	Up to 5
Time and Attendance: Updates to existing pay policies	Up to 2	Up to 3	Up to 5
Time and Attendance: New pay codes	-	Up to 10	Up to 20
Time and Attendance: New shift rotations	-	Up to 4	Up to 10
Time and Attendance: New time entry policies	-	Up to 3	Up to 5
Time and Attendance: Configuration of new holidays/holiday policies	-	Up to 4	Up to 4
Time and Attendance: Updates to existing holidays/holiday policies	-	Up to 2	Up to 6
Time and Attendance: Configuration of new pay categories	-	Up to 10	Up to 20
Benefits: New benefit plans	-	Up to 4	Up to 6
Benefits: New benefit options per plan	-	Up to 2	Up to 4
Benefits: New enrollment processes	-	Up to 2	Up to 4
New bank accounts (standard Dayforce banking)	Up to 1	Up to 3	Up to 4
New bank accounts (custom banking)	-	Up to 1	Up to 3
Up to 5 hours of YTD Load review, which may result in additional hours and extended timeline (on average, 40 hours per each file - includes one test file and one final file). These will be scoped and included in the SRS.	✓	✓	✓
Up to 5 hours of GL review per region, which may result in additional hours and extended timeline (on average, 80 hours per each new GL or changes to GL). These will be scoped and included in the SRS.	✓	✓	✓
Up to 10 hours of exports review per region, which may result in additional hours and extended timeline (on average, 40 hours per each new export or changes to exports). These will be scoped and included in the SRS.	✓	✓	✓
Project Management	✓	✓	✓

Scope of Data Migration	Plus	Advanced	Premium
HR import including current active and current year terminated employees. Current record only	✓	✓	✓
HR history – includes up to 2 years of history as well as current active and current year terminated employees (requires configuration in target instance).	-	-	✓
Previous year terminated employees – includes up to 7 years (requires configuration in target instance). Current record only	-	-	✓
Employee elections – includes current open records	✓	✓	✓
Employee entitlement balances – includes current open records	✓	✓	✓

Scope of Data Migration	Plus	Advanced	Premium
Employee / Manager – includes current manager only	✓	✓	✓
Garnishments – current active garnishees including limits. The payee will need to be re-entered by Client. No garnishment balances.	✓	✓	✓
Employee schedule – must have Dayforce Time and Attendance enabled in target instance.	✓	✓	✓
YTD balances import – included if not 1/1 (mid-quarter migrations are not available).	✓	✓	✓
Record of employment – no history (Canada only)	✓	✓	✓
Dockets – must have Dayforce Time and Attendance enabled in target instance	✓	✓	✓
Benefit elections – must have Dayforce Benefits enabled in target instance (no history)	✓	✓	✓
Non-reportable earnings statement import – includes current year and up to 2 prior calendar years. *Data loads as an XML, is rendered, and presents as a PDF. Data is not stored in pay run tables.*	-	-	✓

5. Estimated Effort

(i) The estimated range of hours for each of the packages is as follows: Plus: 100 – 300 hours for configuration and 160 – 355 hours for data migration; Advanced: 400 – 800 hours for configuration and 160 – 355 hours for data migration; Premium: 800 – 1400 hours for configuration and 300 – 500 data migration hours. However, should Client have over 10,000 Employees, a custom range is required. The foregoing data migration hour ranges are per source and phase. Client acknowledges the stated number of hours on the Order Form is for reference purposes only. Provided that there is no change to the scope set forth herein, the actual hours worked will remain within the stated range for the applicable package but they may be higher than the stated number depending on the number of Products in scope and Client complexity. The estimated scope of hours will be provided at the end of requirements gathering for Client approval as set forth in section two above.

(ii) The estimated effort has been calculated taking into account the work and materials Dayforce has reasonably estimated will be required to deliver the Services. This estimate has been made by Dayforce in good faith based on the information available to Dayforce at the time of executing the Order Form based on the Package purchased, pursuant to the Order Form, including information and representations provided by Client. To the extent that new or additional information becomes available to Dayforce which impacts the estimated Fees, the Parties shall mutually agree to necessary changes to the SOW (including to corresponding Fees).

(iii) Client shall pay to Dayforce the Fees set forth in the Order Form. Any applicable one time Fees will be invoiced periodically on a time and materials basis (the quantity reflected in the Order Form being an estimate only), based on the amount of work completed.