

CERIDIAN Services Requirements Specification (SRS)

Project Details

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Customer Name:	City of Stamford
Project Name:	City of Stamford 05598052 - BoH Child-GL
Project Number:	05598052

*Additional project contacts can be viewed in the Customer Community

Revision History

Date	Author	Version	Description
10/19/2023	Melinda Kimmel	1.0	Original Version

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Scope of Work

The Change Request / Contract can be viewed in the Customer Community

In Scope

WFM

- Discovery and Requirements gathering
- Proof of concept testing
- Update the Shift Rotations to add ZZZ the outdated definitions in the list for BOE.
- Add in the new Shift Rotations per the provided documents for BOE.
- Change all Shift Rotations from pointing to the Project module to BOE DF Projects in Labor Metrics under Shift Labor.
- End Date all Projects under the Projects module.
- Rename Labor Metric Projects to BOE DF Projects in the Labor Metrics Type.
- ZZZ all end dated BOE DF Project Labor Metrics per the discovery document provided.
- Add all new BOE DF Projects to Labor Metrics from the discovery documents given based of Projects still applicable under the Projects module and any new additional one provided.
- Testing of the Shift Rotations and Labor Metrics in schedules and timesheets
- Migration to PROD

General Ledger

- Discovery and Requirements gathering
- Proof of concept testing
- Assist with updating employees with the correct Labor Metrics under the Payroll GL Splits section under HR in the employee record.
- Assist with building and testing the new BOE DF Projects in Labor Metrics
- Adjust the BOE Chart of Accounts overrides to pull the correct information from the Org and the new BOE DF Labor Metrics
- Adjust the XML and XSLT for the BOE Payroll GL Exports to correctly retrieve the correct information on the files with the new additions and updates.
- Testing of the Chart of Accounts and Payroll GL Exports
- Migration to PROD

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- Dayforce updates as outlined in the Effort Estimation section of this document.
- Configuration in both CR/Test and Production Environments. Ceridian Testing in CR/Test environment. The database used in testing is a recent copy of Production.
- User Acceptance Testing in CR/Test environment. *Up to 3 GL test file(s) request/exchanges are anticipated as part of User Acceptance Testing and considered in the SRS estimated hours identified later in the SRS document. Additional requests/exchanges are billable and charged based on time spent. If additional exchanges are necessary due to Professional Services errors, the time spent is non-billable. All testing is expected to occur in the initial configured CR/Test environment. Any requests for a newer test environment will be determined by the Ceridian PS Business Analyst based on feasibility. If feasible, all time spent for a database refresh and project re-configuration is billable beyond initial estimate within the SRS Document.
- Follow-up Professional Services (PS) support for 2 payroll processing in Production.

Out of Scope

- Any configuration or updates not directly tied to BOE
- On-going support of the GL and WFM by Ceridian Professional Services. All support is via Ceridian's Support Team beyond the follow-up period identified in the scope section above.
- Any other WFM or GL changes/modifications/considerations not identified within the Effort Estimation section of this document.
- Any additional reports and/or documentation

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Testing Scenarios / Use Cases – Customer Input

Scenario	Description of Testing Scenario / Use Case	Pass (P) / Fail (F)
WFM	Confirm all Projects are end dated	
WFM	Validate all Project applicable are present in the BOE DF Labor Metrics	
WFM	Client is responsible for entering in test data within the CR/Test database via Timesheet and/or Quick Entries associated with currently open Pay Periods (or Committed Payrolls – to be able to access files generated manually via Archived Reports.	
WFM	Validate all Shift Labor has been updated/end dated	
WFM	Validate all Shift Labor is pointed to the correct new BOE DF Project Labor Metrics and anything point to the Projects Module is removed	
GL	Validate the updates to the Chart of Accounts for BOE	
GL	Validate the Payroll GL Exports have been updated with the correct coding for XML/XSLT	
GL	Review the GL output based on test cases entered to confirm project requirements.	

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Project Plan dates

Services projects are executed in phases. The dates below were discussed and agreed to during Discovery. Changes to these dates require Ceridian and Customer agreement.

Phase	Action Item	Target Date	Primary Owner
Discovery	Software Requirements Specification (SRS) is prepared and presented	Oct-20-2023	Ceridian
Approval	SRS is signed	Oct-31-2023	Client
Configuration	Configuration in test begins	Nov-01-2023	Ceridian
	Configuration and unit testing ends	Nov-10-2023	Ceridian
Testing	Client Testing begins	Nov-13-2023	Client
	Client Testing ends - Client approves move to production	Nov-27-2023	Client
	Internal Ceridian approval to move to production is granted	Nov-28-2023	Ceridian
	Configure production	Nov-29-2023 to Dec-08-2023	Ceridian
	Start date of first live pay period (Go Live)	Dec-11-2023	Client
Go Live	Commit Date of first live pay period	Dec-21-2023	Client
	Project Delivered (updates completed in prod)	Jan-12-2023	Ceridian
	Project Completed	Jan-15-2023	Ceridian
Ongoing Support	Contact Support or submit via Support Portal with any questions	Jan-15-2023	Client

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Roles and Responsibilities

To facilitate the successful delivery of this project, the Customer and Ceridian will ensure the appropriate individuals are assigned and available to fill the following roles with the associated responsibilities.

Ceridian Role / Responsibility		Customer Role / Responsibility	
Project Sponsor and/or Delivery Oversight	<ul style="list-style-type: none"> • Provide overall direction and management support for the project team • Allocate necessary resources • Participate in executive updates and checkpoints as needed • Customer escalation point, if needed 	Project Sponsor	<ul style="list-style-type: none"> • Provide overall direction and management support for the project team • Allocate necessary resources • Participate in executive updates and checkpoints as needed • Make business decisions in a timely manner
Consultant(s)	<ul style="list-style-type: none"> • Lead requirements gathering and documentation through the Discovery stage • Convey best practices to leverage features and functionality specific to the project scope • Lead configuration efforts and provide testing workbook for customer use as applicable • Support Customer testing questions and facilitates triage and resolution during UAT phase 	Customer	<ul style="list-style-type: none"> • Provide requirements in the as input to Discovery and review of documented requirements for sign-off • Participate in solution configuration as needed • Data collection and validation per project scope • Development of test cases and testing strategy for UAT • Lead execution of test cases during UAT • Participate in training at appropriate points in the project lifecycle as needed • Lead rollout of the solution across the organization and assume ownership of the configured solution post go-live

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Effort Estimation

These hours are estimations only and customer will be invoiced for actual hours worked (including meetings, research, documentation, configuration, testing, and deployment) at the agreed upon rate on the Change Request/Contract. Any deviation above 10% will be documented and communicated by the consultant as they occur.

Project Phases	Hours
Launch/Discovery (analysis)/Meetings including Proof of Concept Testing	25
Configuration	25
Testing	20
Go Live/Closure (deployment)	20
Administration	5
Delivery Oversight	10
Total Hours	105

Block of Hours Contract Rate \$170/hrs
Bta/SRS \$ 17,850.00

Assumptions and Approval

Customer acknowledges and agrees to the following assumptions:

- Customer's requirements for the Services being implemented are accurately documented. Customer acknowledges that any modifications to the project deliverables after approval may result in a reassessment of estimated fee and expected delivery date.
- Customer will provide data requested by Ceridian in a timely manner. Customer acknowledges that latency in deliverables may result in a reassessment of estimated fee and expected delivery date.
- Customer acknowledges that lack of access to Customer resources or changes to any individuals filling the roles identified may result in a reassessment of estimated fee and expected delivery date.
- Customer Power User will be appointed during project launch and must be available for the duration of the project. Customer acknowledges that the lack of a Power User may result in a reassessment of estimated fee and expected delivery date.
- Customer will confirm acceptance and sign-off for all services (including UAT) in a timely fashion and per the project schedule. Customer acknowledges that latency in sign-off on specified milestones per the project plan may result in a reassessment of estimated fee and expected delivery date.
- Customer acknowledges that post-UAT sign-off, Ceridian will replicate the configuration that was created by Ceridian in the test environment into the production environment. Any updates made by Customer in the test environment will be Customer responsibility in the production environment.

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