



ORDER FORM

Order Type: Quote

Date: 30 Jul, 2024

Quote#: Q-259090
Expires: 31 Jul, 2024
Sales Executive: Ryan Betzing
Effective Date: Effective as of the date of last signature of this Order

Customer Legal Name:
POUDRE SCHOOL DISTRICT R-1

Customer Legal Address:
2407 LAPORTE AVENUE, FORT COLLINS, CO 80521 USA

Bill To: POUDRE SCHOOL DISTRICT R-1
2407 LAPORTE AVENUE
FORT COLLINS, CO 80521 USA

Ship To: POUDRE SCHOOL DISTRICT R-1
2407 LAPORTE AVENUE
FORT COLLINS, CO 80521 USA

Bill To Contact:

Ship To Contact: Sydney Mihulka

Ship to Phone: (970) 371-7919
Ship to Mobile:
Contact: Sydney Mihulka
Email: dmihulka@psdschools.org

Currency: USD
Customer PO Number:
Solution ID: 6132327
Initial Term: 36 months
Uplift Percent: 4 %

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

Billing Start Date: Upon Signature of Order Form

Subscription Services

Billing Frequency: Annual in Advance

Subscription Services	Quantity	PEPM	Monthly Price
UKG READY TIME	2,000	USD 2.40	USD 4,800.00
UKG READY ACCRUALS MANAGER	2,000	USD 0.40	USD 800.00
UKG READY ATTESTATION	2,000	USD 0.20	USD 400.00

Subscription Services	Quantity	PEPM	Monthly Price
UKG READY INTEGRATION HUB	1	USD 0.00	USD 0.00
Total Price			USD 6,000.00

One Time Setup Fee

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

Item	Total Price
One Time Setup Fees	USD 36,000.00

Quote Summary

Item	Total Price
Minimum Monthly SaaS Service & Equipment Rental Fee	USD 6,000.00

Item	Total Price
Minimum Annual SaaS Service & Equipment Rental Fee	USD 72,000.00

Item	Total Price
Total One Time Fees	USD 36,000.00

Order Notes:

The parties agree that Customer is migrating from their existing Workforce Central Software as a Service applications (the “Existing Applications”) to the UKG Ready Software as a Service offering (“WFR SaaS”). Customer’s Software as a Service Agreement governing the Existing Applications will continue for up to two payroll cycles within 60 days after migration to WFR SaaS, but in no event beyond December 31, 2025. After such period, Customer’s rights to use the Existing Applications will be terminated, unless otherwise noted herein.

UKG Ready Monthly Service Fees shall be invoiced at the Billing Frequency indicated on this Order Form, commencing on the Billing Start Date. As of the Billing Start Date, UKG will credit Customer for any pre-paid but unused Monthly Service Fees for Existing Applications being migrated. Customer may apply credits against any amounts owed to UKG by Customer until such credit is expended. Customer understands that they remain responsible for payment of Monthly Service Fees on the Existing Applications until the UKG Ready Billing Start Date.

This order entered into between the Customer and Kronos SaaShr, Inc., a UKG company, is subject to the terms and conditions of the Master Agreement Reference #18221 dated March 18th, 2019 between the Lead Agency (acting as "Owner") and Kronos SaaShr, Inc. (as the "Contractor"), as amended (collectively referred to as the “US Communities Agreement #18221”).

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

The amount specified on this Order Form to be paid by Customer for its annual advance payment reflects Customer's minimum annual fees to be paid to UKG. Additional fees may be invoiced and owed on a monthly basis if Customer's actual usage of the Applications exceeds the minimum number of employees for which Customer is making its annual advance payment.

Before including any health related questions in UKG Ready Attestation, please consult with your legal counsel to ensure you are compliant with applicable privacy laws and regulations.

The Parties agree that the Services itemized on this Order Form will perform in accordance with the Documentation and the Poudre Technical Requirements Exhibit attached hereto and incorporated herein.



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.

POUDRE SCHOOL DISTRICT R-1	Kronos SaaShr, Inc.
Signature: <u><i>Kera Badalamenti</i></u> Kera Badalamenti (Jul 30, 2024 16:32 MDT)	Signature: <u></u>
Name: <u>Kera Badalamenti</u>	Name: <u>Scott Giangrande</u>
Title: <u>Director of Finance/Controller</u>	Title: <u>Lead Order Processing Analyst</u>
Date: <u>Jul 30, 2024</u>	Date: <u>31-Jul, 2024</u>
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.	

R David Montoya
R David Montoya (Jul 30, 2024 17:08 MDT)

R David Montoya
CFO
Jul 30, 2024



Poudre School District Technical Requirements Exhibit

<u>General Requirements</u>	
1. Support 1) monthly and 2) semi-monthly or biweekly payroll cycles and a potential transition from one cycle to the other.	UKG Ready will support monthly, semi-monthly, and/or biweekly pay periods. An employee transition from one cycle to another is handled with a Pay Period profile.
2. Import the relevant payroll data (assignments, calendars, hours, leave time banks, etc.) from the payroll system on an annual, monthly, and daily basis.	Importing data from the district payroll system will require application support for UKG Ready integration protocols delivered by our Integration Hub. Detailed information can be found in the System Integration/Access section of the document.
<u>Employee Set Up</u>	
1. Set up employees with no specified assignment, a single assignment, or multiple assignments.	District employees can be setup with no specified, single, or multiple assignments.
2. Calendars are assigned to assignments rather than employees.	Calendars are assigned at the employee level with a Holiday Table profile.
3. Employees can be associated with multiple calendars.	UKG Ready allows only one Holiday Table profile assigned to an employee at any given time.
4. Scheduled hours for each assignment vary for a maximum of 40 scheduled hours a week between all assignments.	A Schedule profile is assigned to each employee and scheduled hours can vary by assignment.
5. Each assignment must be assigned to the appropriate supervisor for approval.	This is standard functionality.
6. Employees must be able to easily transfer between multiple assignments within the same day.	Change Cost Centers functionality allows employees to transfer between assignments throughout the day.
7. Overtime hours are charged to the assignment that resulted in overtime.	Overtime hours can be charged to the assignment that created the overtime scenario.
8. When unexpected weather conditions result in a District-wide closure for which employees are paid, the System must allow payroll to mass assign these days to all employees after the fact. In addition, these days do not count towards hours worked for overtime calculations.	UKG Ready provides a Mass Edit feature to mass assign district-wide closure time/days after the event. The Pay Calculation profile assigned to the employee will filter days that are not to be included toward hours worked for overtime.
9. Ability to capture hours worked for employees not yet set up in the System through a temporary profile that can be updated once the permanent file is established.	An employee must have a timesheet to capture hours worked in UKG Ready.

10. Certain employees who are reporting time may also be responsible for the approval of timekeeping data for other employees. The system must be able to recognize these different roles and ensure employees cannot alter their own data.	Approval permissions of timekeeping data is separated from the district employee role ensuring the approver cannot alter their own data.
<u>Time Tracking</u>	
1. System must differentiate and report (1) hours worked that are in exception to the scheduled hours and (2) total hours worked. Total hours worked must be further broken out between (1) scheduled hours (2) additional hours and (3) overtime hours.	Total hours worked by each employee can be broken out by scheduled hours, additional hours, and overtime hours and provided within a report.
2. Employees and supervisors must be able to log through multiple mechanisms including but not limited to timeclocks, iPad, laptops, desktops, and mobile devices.	Multiple methods to access the application are available including timeclocks, iPads, laptops, desktops, and mobile devices.
a. Geofencing must be available.	Geo-fencing is available for mobile devices.
3. System must be capable of recognizing the rounding rule established by the District; currently to the nearest quarter of an hour based on a 7/8 minute rounding rule.	Rounding rules are configured within the Pay Calculation assigned to the employee. Quarter hour rounding based on a 7/8 minute rounding rule is available.
<u>Overtime/Comp Time</u>	
1. Leave time and paid holidays are considered for calculation of overtime.	Leave and paid holidays can be considered for overtime.
2. District closure for unexpected events is not considered for calculation of overtime.	District closure can be excluded from overtime calculation.
3. Days paid when there are District-wide closures are not considered for the calculation of overtime.	Days paid for district-wide closures can be excluded from overtime calculation.
4. All overtime hours are initially classified as over-time.	All overtime hours can be classified as overtime.
a. Employees can request comp time for the hours.	Employees can select comp time in lieu of overtime in UKG Ready.
<u>Leave Time</u>	
1. Tracking of all leave time categories	District leave categories can be setup and tracked within UKG Ready.
2. Leave time is considered for calculation of overtime.	Leave time can be considered for overtime calculations.
3. Ability to configure to allow the use of leave time on non-scheduled workdays for certain employees.	Leave time can be configured for use on district non-scheduled workdays for employees or groups of employees.
4. Ability for employees to request leave time.	Time-Off requests are standard functionality.
5. Notification to supervisors when leave time is requested.	Supervisor (approver) notifications are available for requested leave time.

6. Ability for supervisors to approve or deny leave directly from the notification or through System log on.	From a notification, the body can provide a link to the login page. After credentials are verified, the supervisor (approver) can approve or reject the request.
7. Notification of supervisor's decision to employees	Employee notifications are available for supervisor (approver) leave requested decision.
8. Ability to automatically adjust leave or time off when daily totals exceed their contract (i.e. employees took a half day or 4 hours, but worked 4.25 hours – the half day should be adjusted to 3.75 to avoid any extra pay)	A Timesheet Profile rule in conjunction with a Pay Calculation Profile rule can automatically adjust leave time if daily totals exceed scheduled hours or their standard work day.
9. Integration with payroll system to update leave balances in the System based on adjustments made during payroll processing.	Updating leave balances in UKG Ready based on adjustments during payroll processing will require application support for UKG Ready integration protocols delivered by our Integration Hub. Detailed information can be found in the System Integration/Access section of the document.
<u>Approval Process</u>	
1. Each supervisor must have the ability to enter, edit and/or approve time for all employees under their supervision (a single employee could have multiple supervisors).	Supervisors (approvers) are granted permissions to enter, edit, and/or approve time for employees.
2. In the event that a supervisor enters or edits time for an employee, the System must notify the employee of the change.	A Manager Made Changes notification is available in UKG Ready for an employees submitted timesheet.
3. Approval must be present for all employees prior to being paid. In the event a supervisor is unable to approve time for any of their employees, there must be the ability for the Payroll Department to approve the time and extract the data.	Timesheet approval(s) can be required with the ability for the Payroll Department to approve as the last level in the event of an unavailable supervisor (approver).
<u>System Integration/Access</u>	
1. Payroll staff must have a level of access that allows impersonation and/or login as an employee or supervisor to make necessary edits.	Login as Employee is available within UKG Ready.
2. Poudre School District uses BusinessPlus (currently running version 23.5.6 with plans to upgrade to 24.3.x and beyond as released) for its HR/Payroll system of record. Timekeeping System must allow for bidirectional integration with BusinessPlus either natively or via customization to allow employee import to and timecard/leave export from Timekeeping System	Bidirectional integration with BusinessPlus will require application support for UKG Ready integration protocols delivered by our Integration Hub. Options include flat file exchange with third-party systems with the use of UKG Ready middleware, REST API's, import/export features within the user interface (UI), and our integration platform as a service.

a. Example (i.e., not a comprehensive list) imports from BusinessPlus to Timekeeping System	
i. Employee information including demographics, supervisor(s), job(s)/position(s) information, pay rate(s), work schedule(s), Prox/Smartcard badge number(s), etc.	
ii. Supervisor information to link employee to supervisor(s)	
iii. Leave balances	
b. Example (i.e. not a comprehensive list) exports from Timekeeping System to BusinessPlus	
i. Hours worked per position	
ii. Overtime calculations using correct pay rate (if multiple job employee)	
iii. Leave time taken per type	
3. Poudre School District currently utilizes Prox badges to allow employees to use their badge to interface with timeclocks	
a. Timekeeping System needs to have compatibility with Prox badges and/or SmartCards (Mifare/Desfire)	District badges should be sent to the UKG Badge Evaluation team to ensure compatibility with our InTouch DX timeclocks.
b. On-site network-connected Swipe panels?	The InTouch DX timeclock can be network-connected and has a proximity reader option.
c. Convergence from badge swipe to cloud recording, is there any on-prem intermediary required?	No on-prem intermediary is required.
4. Poudre School District archives employee data in a permanent records system	
a. Timecard data needs to be available as a PDF export from Timekeeping System with single employee per page (multiple pages allowed) and employee ID in a consistent location in report for OCR software to process file and associate with correct employee for archive	Timecard data is available as a PDF export with employee ID.
5. Microsoft 365 Single Sign-On for login to Timekeeping System	Yes
6. Group membership and MFA (multi-factor authentication) support	Yes
7. Role-based access management to assign users permissions based on roles. Ex, standard user, supervisor, support staff, administrator, etc.	

a. What roles are available in the system and how are these roles assigned to users?	Generally, roles include System Administrator, Employee, and Manager/Supervisor. The district can create roles as needed and assignment to users can be performed by mass edit, interface, or default values.
b. Heavy focus in role-based access based on claim data	
8. What other integrations (Microsoft 365 connections, etc.) are available and can we get all specifications for them?	Import templates are available within UKG Ready with detailed instructions and field requirements.
a. How are integrations automated?	Interfaces are automated by the toolsets provided with the UKG Integration Hub.
b. How often can integrations be run?	Interfaces can be run on demand (manual) or scheduled (automated).
c. Can integrations be run manually if needed?	Yes
d. Can access to run integrations be restricted by role?	Yes
General Technical Requirements	
1. Access to database to extract records for reporting/data warehousing	
a. Who hosts the database? On premise or Cloud?	UKG Ready is a SaaS/Cloud offering. The district is responsible for maintaining the data in the database. UKG takes responsibility for maintaining back-up, monitoring, upgrades, and other administrative tasks as described in the hosting agreement.
b. If Cloud hosted, what are the data security/privacy protocols?	UKG hosts and manages UKG Ready on the ISO 27001 and SSAE 18 Type II compliant Google Cloud Platform with multilevel physical and logical security features, including: Intrusion Prevention System (IPS)/Intrusion Detection System (IDS), Secure Transmission Sessions, Virtual Code Authentication, Best-Practice Coding, Penetration Testing, Vulnerability Scanning, Antivirus Software, Patch Management, Risk Assessment, and Security Incident Management.
2. API capabilities for integration with other systems	
a. If any, can we see relevant documentation?	The REST API Reference Guide documentation is available for your review: https://secure.saashr.com/ta/docs/rest/public/#
3. Timekeeping System needs to support encryption standards	
4. Timekeeping System needs to comply with industry standards and regulations, including logging and auditing capabilities	
5. Disaster Recovery Plan and backup availability/access to prevent data loss and mitigate interruption in processes	

<u>Time Clocks/Hardware</u>	
1. Users should be able to interface with the Timekeeping System using a variety of options depending on their specific location/job/role/etc. and be able to interchangeably use any/all the other mechanisms	
a. Physical time clocks	
i. What are the options available, including technical requirements and costs/installation needs?	UKG InTouch DX
ii. Physical time clocks need to allow employees to use badge reader to interface instead of login	
b. Mobile devices	
i. Compatible devices and accessories	
a. Are there options for badge readers attached to mobile devices?	UKG does not offer badge readers that can be attached to mobile devices.
ii. District mobile devices vs personal mobile devices	
iii. Geofencing on a per user basis to allow mobile time punches from allowable sites only	
c. PCs	
	Browser support by operating system: Microsoft Edge on Windows 10 and 11, Chrome (latest available version) on Windows 10 and 11, Safari (latest available version) on OSX and iOS, Firefox on Windows 10 and 11.
i. Requirements for PCs	
ii. Geofencing on a per user basis to allow mobile time punches from allowable sites only	Geofencing is not available for PC's.
d. Other options?	Kiosks
<u>Reporting</u>	
	Data can be pulled from data views (reports) directly from UKG Ready and exported into formats such as PDF, XLS, CSV, XML, HTML and Text. Additionally, data can be accessed via published APIs found on our REST API Reference Guide.
1. How is data able to be pulled from the system outside of direct query?	The system includes over 150 standard reports, which can be modified using built-in ad hoc reporting tools. Reports are available in detail and summary formats and can be exported in PDF, Excel, Formatted Excel, CSV, HTML, Paged HTML, XML, and Text formats.
2. What is the reporting capability from the Timekeeping System? What reporting formats are available?	

3. What sort of delivery mechanisms and reporting automation is available? For example, can reports be emailed automatically on schedule?	Reports can be scheduled and sent via email at specified intervals. They can be delivered in formats such as PDF, Excel, Formatted Excel, CSV, HTML, Paged HTML, XML, and Text. Custom reports can be created using built-in reporting tools. Customization options include filtering, sorting, and grouping by column, reordering, adding or removing columns, adding visual charts and graphs, creating calculated columns, changing column labels, adjusting column widths, hiding headers and footers, and adding or removing page breaks.
4. Can we create custom reports out of the Timekeeping System?	
5. Can we limit who has access to specific reports/report groups by role/user?	Report access can be limited or restricted based on a Security profile.
6. Emailed notifications to supervisors after a specified number of days without punches for inactive users	An Inactive Account Lock notification is available to send to supervisors after a specified amount of days.
Support and Accessibility	
1. Timekeeping System needs a support agreement in place for escalation of system issues or outages	
2. Timekeeping System needs a set of clear and available Service Level Agreements that define expected levels of service, including uptime and availability, response times, and resolution times	
3. Timekeeping System needs an up-to-date knowledge base and/or community support site to all administrators to search for answers to questions or issues	
4. Provides training and documentation materials to facilitate onboarding and ongoing support	
5. Timekeeping System needs to be accessible to users with disabilities, complying with standards such as the Web Content Accessibility Guidelines (WCAG 2.1 AA Compliant).	
6. Any customizations need to be available through version upgrades	