

**AMENDMENT NO. 2**

This Amendment modifies Contract No. 11-53-051 for Enterprise Time and Attendance System Solution by and between the County of Cook, Illinois, herein referred to as "County" and Workforce Software, LLC, authorized to do business in the State of Illinois hereinafter referred to as "Contractor":

**RECITALS**

Whereas, the County and Contractor have entered into a Contract approved by the County Board on December 4, 2013, (hereinafter referred to as the "Contract"), wherein the Contractor is to provide Time and Attendance System Solution (hereinafter referred to as the "Services") from December 31, 2013 through December 30, 2016 with two (2) two (2)-year renewal options, in an amount not to exceed \$7,925,590.00; and

Whereas, Amendment No. 1 was executed on December 14, 2015 to modify the Compensation Schedule to omit references purchasing the EmpCenter 2200 time clocks and paying for hardware maintenance and support, and replace with rental of EmpCenter 4000 time clocks; and

Whereas, the Contract will expire December 30, 2016, and the agreed upon Services are still required; and

Whereas, an increase in the amount of \$786,812.44 is required for the continuation of Services; and

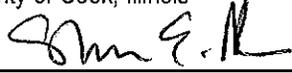
Whereas, the County and Contractor desire to include additional services to the Statement of Work to the Contract; and

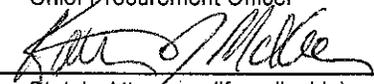
Now therefore, in consideration of mutual covenants contained herein, it is agreed by and between the parties to amend the Contract as follows:

1. The Contract is increased by \$786,812.44 and the Total Contract Amount is revised to \$8,712,402.44.
2. The Contract is hereby amended to incorporate Attachment A - Change Orders, and made part of the Contract.
3. All other terms and conditions remain as stated in the Contract.

In witness whereof, the County and Contractor have caused this Amendment No. 2 to be executed on the date and year last written below.

County of Cook, Illinois

By:   
Chief Procurement Officer

By:   
State's Attorney (if applicable)

Date: 28 February 2016

Workforce Software, LLC

DocuSigned by:  
Bob Feller  
Signed: CD7DF8E4FA...

Bob Feller  
Type or print name

CFO

Title

Date: Feb-03-2016

BOARD RESOLUTION OF WORKFORCE SOFTWARE LLC  
APPOINTING CHIEF FINANCIAL OFFICER  
DULY PASSED ON DECEMBER FIRST, 2014

**APPOINTMENT OF CHIEF FINANCIAL OFFICER**

RESOLVED, that Robert Feller is elected to the office of Chief Financial Officer to serve until his successor shall be duly appointed, unless he or she resigns, is removed from office or is otherwise disqualified from serving as Chief Financial Officer, to take his office immediately upon appointment.

RESOLVED, the terms and conditions offered to Robert Feller for the office of Chief Financial Officer within the offer letter dated November 7, 2014 ("Offer Letter") and Employment Agreement, as attached hereto are hereby confirmed and approved.

RESOLVED, that the participation of Robert Feller in the company 2014 Incentive Award Plan upon the terms set forth in the 2014 Incentive Award Plan and the Offer Letter attached hereto are hereby confirmed and approved.

RESOLVED, that the Chief Financial Officer is hereby authorized to do and perform any and all such acts, including execution of any and all documents and certificates as such officer shall deem necessary or advisable, to carry out the purposes and intent of the foregoing Resolution.

RESOLVED FURTHER, that any actions taken by such officer prior to the date of the foregoing resolution adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed and approved as the acts and deeds of this company.

It is hereby certified by the undersigned that the foregoing resolution was duly passed by the Board of Directors of WorkForce Software LLC on the 1st day of December, 2014, in accordance with the Operating Agreement and Articles of Organization of the company and the laws and by-laws governing the Company and that said resolution has been duly recorded in the Minute Book and is in full force and effect.

Signature: \_\_\_\_\_  
Ryan Hinkle

Date: 12/2/14

Signature: \_\_\_\_\_  
Ross Devor

Date: 12/1/14

Signature: \_\_\_\_\_  
Peter Sobilloff

Date: 12/18/14

Signature: \_\_\_\_\_  
Kevin Choksi

Date: 12/1/14

ATTACHMENT A  
CHANGE ORDERS

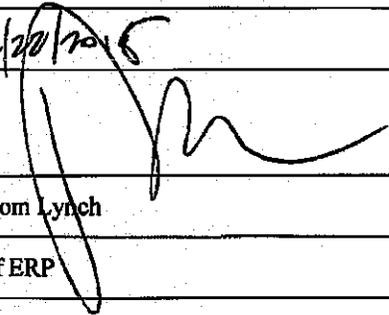
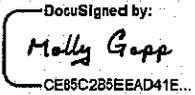
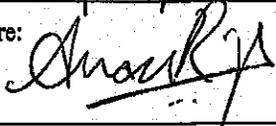
**AMENDMENT NO. 2**

**ATTACHMENT A**

Description	Project Change Order #	Cost
Web Clock	21	\$ 3,850.86
Schedule Assignment Mass Upload	23	\$ 7,602.98
Forest Preserve Painters CBA Configuration/Testing	27	\$ 18,958.08
Staggered & "Hands On" UAT Approach - February - April	28	\$ 182,880.00
6th Roll-out (Sheriff's Office)	31	\$ 189,600.00
Pilot Go-Live Changes	33	\$ 44,433.00
Sheriff's Holiday Changes	34	\$ 24,487.52
Contingency	N/A	\$ 315,000.00
	<b>Total</b>	<b>\$ 786,812.44</b>

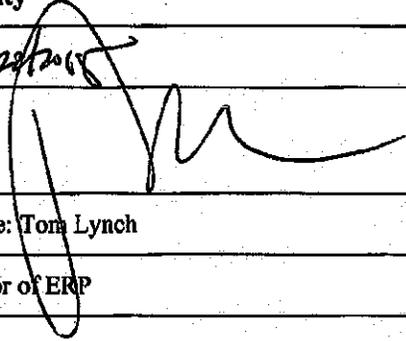
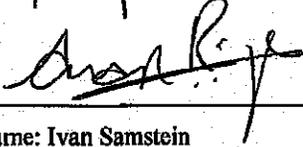
<b>Customer</b>	Cook County
<b>Date</b>	December 17, 2015
<b>Reference</b>	<b>Client Issue Number: N/A</b> <b>PCO Number: 0368.01.021</b>
<b>Scope</b>	<p>Following discussions with Cook County, the following changes were identified as a change to the previously agreed upon scope of services under the Workforce Software Statement of Work dated November 26, 2013. This Project Change Order ("PCO") describes the change and authorizes WorkForce Software, LLC ("WorkForce") to perform the services described herein.</p> <p><b>Change in Services, Functional Requirements, Scope, Timeline, or Assumptions</b></p> <p><u>Requirements Scope:</u></p> <ul style="list-style-type: none"> <li>• Addition of Web Clock for the Sheriff's Office</li> <li>• Assumptions: <ul style="list-style-type: none"> <li>○ The Web Clock will be available via a separate URL and not appear on the application dashboard. The Web Clock page will have a link for the User to access the application dashboard. <ul style="list-style-type: none"> <li>▪ If the County would like the Web Clock to appear on the dashboard, it would appear for everyone (and not function for those outside of the Sheriff's Office) OR a separate role would need to be created for those employees who should see the Web Clock on the dashboard. Creating a new role would be much more complex and require additional effort.</li> </ul> </li> <li>○ The Web Clock will be accessible via SSO by Cook County end users</li> <li>○ The determination of Employee groups who have access to use the Web Clock functionality will be made by Policy Profile and not subsets of Employees within a Policy Profile. The Sheriff's Office has three Policy Profiles: 1. Union Non Exempt, 2. Non-Union Exempt and 3. Non-Union Non Exempt. <ul style="list-style-type: none"> <li>▪ Limiting the Web Clocks to a subset of Employees within a Policy Profile would require the creation of a separate role and would be much more complex and require additional effort.</li> </ul> </li> </ul> </li> </ul> <p><u>Timeline</u></p> <ul style="list-style-type: none"> <li>• PCO Sign-off: 12/24/2015</li> <li>• Requirements: 12/28 – 1/22/2016</li> <li>• Design/Configuration: 1/25 – 2/5/2016</li> <li>• QA Testing: 2/8 – 2/19/2016</li> <li>• User Acceptance Testing: Available on 2/22/2016 for Cook County UAT</li> </ul> <p>Note: any delay to the PCO sign-off will impact the date the functionality is ready for UAT.</p> <p><b>Reason for Change:</b></p> <ul style="list-style-type: none"> <li>• Sheriff's Police start and end their day in their car and would like the ability to clock in/out from their car.</li> </ul> <p><b>Alternatives Considered and Rejected:</b></p> <ul style="list-style-type: none"> <li>• Having the Sheriff's Police use IVR to clock in/out, however they are not permitted to use their mobile phones during work hours.</li> </ul>

	<ul style="list-style-type: none"> <li>Keeping Sheriff's Office as Exception time and timekeepers manually enter exception time into CCT</li> </ul>
<b>Services Provided</b>	<p>The following encompasses the services to be delivered by Workforce under this PCO:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Project Management</li> <li><input checked="" type="checkbox"/> Requirements Analysis</li> <li><input type="checkbox"/> Technical Installation Services</li> <li><input checked="" type="checkbox"/> Software Design</li> <li><input checked="" type="checkbox"/> Software Configuration</li> <li><input type="checkbox"/> Custom Report Development</li> <li><input type="checkbox"/> Custom Documentation</li> <li><input type="checkbox"/> Training</li> <li><input checked="" type="checkbox"/> Test Scenario Creation</li> <li><input checked="" type="checkbox"/> Test Case Creation</li> <li><input checked="" type="checkbox"/> Test Execution</li> <li><input type="checkbox"/> Product Enhancement</li> <li><input type="checkbox"/> Other - Please Specify:</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Scope: Details in the Scope section</li> <li><input checked="" type="checkbox"/> Schedule:</li> <li><input checked="" type="checkbox"/> Cost/Effort: \$3,850.86</li> <li><input type="checkbox"/> Quality: No impact on quality identified</li> <li><input checked="" type="checkbox"/> Risk: None</li> </ul>
<b>Costs</b>	<p><b>Cost to Implement the PCO:</b> <b>\$3,850.86</b></p> <p><b>Milestone Payments:</b></p> <ol style="list-style-type: none"> <li>MC-021-01: \$3,850.86 – 100% upon PCO signature</li> </ol> <p>The following will be removed from the contingency hours/funds:</p> <ul style="list-style-type: none"> <li>39 Hours</li> <li>\$3,850.86</li> </ul>
<b>Terms and Conditions</b>	<p>This document when executed by the parties forms an amendment to the Statement of Work in effect between the Customer and WorkForce. The terms and conditions of the Statement of Work apply, unless stated otherwise within this document.</p>

<b>Cook County</b>	<b>WorkForce Software, LLC</b>
Date: 12/28/2015	Date: Dec-28-2015
Signature: 	Signature:  CE85C285EEAD41E...
Printed Name: Tom Lynch	Printed Name: Molly Gapp
Title: Director of ERP	Title: Project Director
	Director, Center of Excellence
Date: 12/23/2015	Date:
Signature: 	Signature:
Printed Name: Ivan Samstein	Printed Name: Mark Kurowski
Title: Chief Financial Officer	Title: VP, Global Client Services

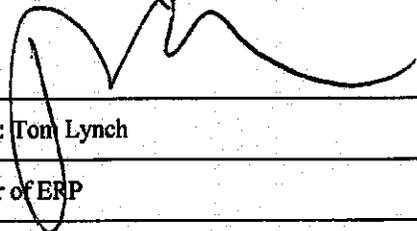
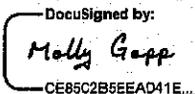
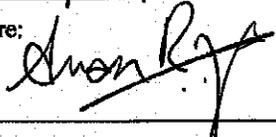
<b>Customer</b>	Cook County
<b>Date</b>	December 17, 2015
<b>Reference</b>	<b>Client Issue Number: N/A</b> <b>PCO Number: 0368.01.023</b>
<b>Scope</b>	<p>Following discussions with Cook County, the following changes were identified as a change to the previously agreed upon scope of services under the Workforce Software Statement of Work dated November 26, 2013. This Project Change Order ("PCO") describes the change and authorizes WorkForce Software, LLC ("WorkForce") to perform the services described herein.</p> <p><b>Change in Services, Functional Requirements, Scope, Timeline, or Assumptions</b></p> <p><u>Requirements Scope:</u></p> <ul style="list-style-type: none"> <li>• Creation of import script to allow mass upload of assigning Employees a new work schedules             <ul style="list-style-type: none"> <li>○ The CSV file would contain Schedule ID, Employee ID and Schedule Begin Date</li> </ul> </li> <li>• Assumptions:             <ul style="list-style-type: none"> <li>○ The Super User or Payroll Admin would be allowed to run the mass upload. If another role within Cook County is required to import the work schedules, a new application role would need to be created within EmpCenter. This PCO does not include the creation of a new role.</li> </ul> </li> </ul> <p><u>Timeline</u></p> <ul style="list-style-type: none"> <li>• PCO Sign-off: 12/24/2015</li> <li>• Requirements: 12/28/2015 – 1/22/2016</li> <li>• Design/Configuration: 1/25 – 2/5/2016</li> <li>• QA Testing: 2/8 – 2/19/2016</li> <li>• User Acceptance Testing: Available on 2/22/2016 for Cook County UAT</li> </ul> <p>Note: any delay to the PCO sign-off will impact the date the functionality is ready for UAT.</p> <p><b>Reason for Change:</b></p> <ul style="list-style-type: none"> <li>• The Sheriff's Office has yearly bids for Employee's work schedules which means large amounts of schedules are changing at the same time.</li> </ul> <p><b>Alternatives Considered and Rejected:</b></p> <ul style="list-style-type: none"> <li>• Manually updating Employee's work schedules in EmpCenter.</li> </ul>
	<p>The following encompasses the services to be delivered by Workforce under this PCO:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Project Management</li> <li><input checked="" type="checkbox"/> Requirements Analysis</li> <li><input type="checkbox"/> Technical Installation Services</li> <li><input checked="" type="checkbox"/> Software Design</li> <li><input checked="" type="checkbox"/> Software Configuration</li> <li><input type="checkbox"/> Custom Report Development</li> <li><input type="checkbox"/> Custom Documentation</li> </ul>

	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Test Scenario Creation <input checked="" type="checkbox"/> Test Case Creation <input checked="" type="checkbox"/> Test Execution <input type="checkbox"/> Product Enhancement <input type="checkbox"/> Other - Please Specify:
<b>Impact</b>	<input checked="" type="checkbox"/> Scope: Details in the Scope section <input checked="" type="checkbox"/> Schedule: <input checked="" type="checkbox"/> Cost/Effort: \$7,602.98 <input type="checkbox"/> Quality: No impact on quality identified <input checked="" type="checkbox"/> Risk: None
<b>Costs</b>	<p><b>Cost to Implement the PCO:</b> \$7,602.98</p> <p><b>Milestone Payments:</b></p> <ol style="list-style-type: none"> <li>MC-023-01: \$7,602.98 – 100% upon PCO signature</li> </ol> <p>The following will be removed from the contingency hours/funds:</p> <ul style="list-style-type: none"> <li>77 Hours</li> <li>\$7,602.98</li> </ul>
<b>Terms and Conditions</b>	<p>This document when executed by the parties forms an amendment to the Statement of Work in effect between the Customer and WorkForce. The terms and conditions of the Statement of Work apply, unless stated otherwise within this document.</p>

<b>Cook County</b>	<b>WorkForce Software, LLC</b>
Date: 12/28/2015	Date: Dec-28-2015
Signature: 	Signature: <small>DocuSigned by:</small> Molly Gapp CE88C2B5EEAD41E...
Printed Name: Tom Lynch	Printed Name: Molly Gapp
Title: Director of ERP	Title: Project Director
	Director, Center of Excellence
Date: 12/23/2015	
Signature: 	
Printed Name: Ivan Samstein	
Title: Chief Financial Officer	

<b>Customer</b>	Cook County
<b>Date</b>	December 17, 2015
<b>Reference</b>	<b>Client Issue Number: N/A</b> <b>PCO Number: 0368.01.027</b>
<b>Scope</b>	<p>Following discussions with Cook County, the following changes were identified as a change to the previously agreed upon scope of services under the Workforce Software Statement of Work dated November 26, 2013. This Project Change Order ("PCO") describes the change and authorizes WorkForce Software, LLC ("WorkForce") to perform the services described herein.</p> <p><b>Change in Services, Functional Requirements, Scope, Timeline, or Assumptions</b></p> <p><u>Services Scope:</u></p> <ul style="list-style-type: none"> <li>• Adding the Forest Preserve Painters CBA business rules within the Cook County Time (CCT) application. <ul style="list-style-type: none"> <li>○ Creation of Solution Design Documents (SDDs)</li> <li>○ Configuration of business rules</li> <li>○ Creation of Test Cases</li> <li>○ Execution of Test Cases</li> <li>○ UAT Support</li> </ul> </li> <li>• The CBA requirements are included in Appendix A</li> </ul> <p><u>Timeline</u></p> <ul style="list-style-type: none"> <li>• PCO Sign-off: 12/30/2015</li> <li>• Requirements: Already completed (PCO #013)</li> <li>• Design/Configuration: 1/4 – 1/22/2016</li> <li>• QA Testing: 1/25 – 2/5/2016</li> <li>• User Acceptance Testing: Available on 2/8/2016 for Cook County UAT</li> </ul> <p><b>Reason for Change:</b></p> <ul style="list-style-type: none"> <li>• The Forest Preserve Painter's CBA was not included in the original Stoplight report provided by Cook County.</li> </ul> <p><b>Alternatives Considered and Rejected:</b></p> <ul style="list-style-type: none"> <li>• Forest Preserve can manually adjust time in CCT for the applicable Union rules</li> </ul>
	<p>The following encompasses the services to be delivered by Workforce under this PCO:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Project Management</li> <li><input checked="" type="checkbox"/> Requirements Analysis</li> <li><input type="checkbox"/> Technical Installation Services</li> <li><input checked="" type="checkbox"/> Software Design</li> <li><input checked="" type="checkbox"/> Software Configuration</li> <li><input type="checkbox"/> Custom Report Development</li> <li><input type="checkbox"/> Custom Documentation</li> </ul>

	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Test Scenario Creation <input checked="" type="checkbox"/> Test Case Creation <input checked="" type="checkbox"/> Test Execution <input type="checkbox"/> Product Enhancement <input type="checkbox"/> Other - Please Specify:
<b>Impact</b>	<input checked="" type="checkbox"/> Scope: Details in the Scope section <input checked="" type="checkbox"/> Schedule: <input checked="" type="checkbox"/> Cost/Effort: \$18,958.08 <input type="checkbox"/> Quality: No impact on quality identified <input checked="" type="checkbox"/> Risk: None
<b>Costs</b>	<p><b>Cost to Implement the PCO:</b>  <b>\$18,958.08</b></p> <p><b>Milestone Payments:</b></p> <ol style="list-style-type: none"> <li>MC-027-01: \$18,958.08 – 100% upon PCO signature</li> </ol> <p>The following will be removed from the contingency hours/funds:</p> <ul style="list-style-type: none"> <li>192 Hours</li> <li>\$18,958.08</li> </ul>
<b>Terms and Conditions</b>	<p>This document when executed by the parties forms an amendment to the Statement of Work in effect between the Customer and WorkForce. The terms and conditions of the Statement of Work apply, unless stated otherwise within this document.</p>

<b>Cook County</b>	<b>WorkForce Software, LLC</b>
Date: 12/22/2015	Date: Dec-28-2015
Signature: 	Signature:  CE85C2B5EEA041E...
Printed Name: Tom Lynch	Printed Name: Molly Gapp
Title: Director of ERP	Title: Project Director
	Director, Center of Excellence
Date: 12/23/2015	
Signature: 	
Printed Name: Ivan Samstein	
Title: Chief Financial Officer	

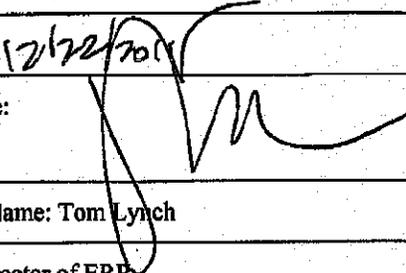
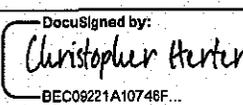
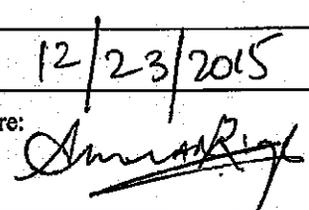
**Appendix A: Union Requirements**

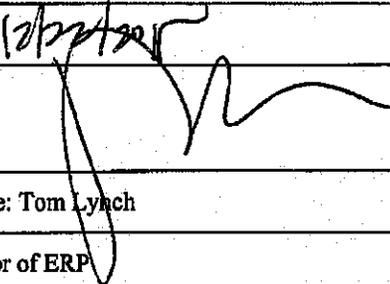
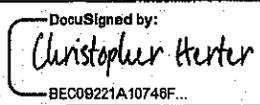
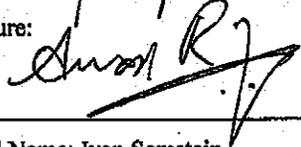
<b>Customer</b>	Cook County
<b>Date</b>	December 17, 2015
<b>Reference</b>	<b>Client Issue Number: N/A</b> <b>PCO Number: 0368.01.028</b>
<b>Scope</b>	<p>Following discussions with Cook County, the following changes were identified as a change to the previously agreed upon scope of services under the Workforce Software Statement of Work dated November 26, 2013. This Project Change Order ("PCO") describes the change and authorizes WorkForce Software, LLC ("WorkForce") to perform the services described herein.</p> <p><b>Change in Services, Functional Requirements, Scope, Timeline, or Assumptions</b></p> <p><u>Services Scope:</u></p> <ul style="list-style-type: none"> <li>• Staggering the UAT into three phases and providing daily "Hand On" support to the agencies <ul style="list-style-type: none"> <li>○ 8 Additional UAT Training Sessions <ul style="list-style-type: none"> <li>▪ Employee</li> <li>▪ Timekeeper/Manager</li> <li>▪ Payroll Admin</li> <li>▪ ACT Caseworker</li> </ul> </li> <li>○ Daily UAT "Hands-on" Functional Testing Support Sessions <ul style="list-style-type: none"> <li>▪ WFS Staff in the testing room helping agencies execute their test cases by answering their questions and demonstrating CCT functionality</li> <li>▪ Coordination of Support Sessions</li> </ul> </li> <li>○ Additional Parallel Testing Phases <ul style="list-style-type: none"> <li>▪ WFS staff working with ERP team and agency to determine any difference in parallel testing results</li> </ul> </li> <li>○ Supporting CCT TEST environment prep for three phases of agency testing <ul style="list-style-type: none"> <li>▪ Test Planning</li> <li>▪ Additional code migrations</li> </ul> </li> <li>○ Attending weekly UAT meetings for each phase of the testing</li> <li>○ WFS provide document of recommended testing focus areas</li> </ul> </li> </ul> <p><u>Timing:</u></p> <p>WFS will provide the additional UAT support between 2/1/2016 and 4/29/2016. The additional support for the month of January, 2016 is included in PCO #032.</p> <p><b>Reason for Change:</b></p> <ul style="list-style-type: none"> <li>• Based on lessons learned from the Pilot, the agencies need Just-in Time training sessions before they start their agency specific testing and the project team needs to provide more structure and hands-on support during the UAT process</li> <li>• Another lesson learned was the volume of testing for Enterprise will necessitate additional resources to support the UAT testers due to their lack of experience with project System Development Life Cycle (SDLC) and testing practices</li> </ul> <p><b>Alternatives Considered and Rejected:</b></p>

	<ul style="list-style-type: none"> <li>• Maintaining the existing UAT Plan is not feasible due to the current project resource constraints.</li> <li>• Overlapping the UAT and Deployment phases which has much higher risks and costs.</li> </ul>
	<p>The following encompasses the services to be delivered by Workforce under this PCO:</p> <p><input checked="" type="checkbox"/> Project Management</p> <p><input type="checkbox"/> Requirements Analysis</p> <p><input type="checkbox"/> Technical Installation Services</p> <p><input type="checkbox"/> Software Design</p> <p><input type="checkbox"/> Software Configuration</p> <p><input type="checkbox"/> Custom Report Development</p> <p><input type="checkbox"/> Custom Documentation</p> <p><input checked="" type="checkbox"/> Training</p> <p><input type="checkbox"/> Test Scenario Creation</p> <p><input type="checkbox"/> Test Case Creation</p> <p><input checked="" type="checkbox"/> Test Execution</p> <p><input type="checkbox"/> Product Enhancement</p> <p><input checked="" type="checkbox"/> Other - Please Specify: UAT Support Sessions</p>
<b>Impact</b>	<p><input checked="" type="checkbox"/> Scope: Details in the Scope section</p> <p><input type="checkbox"/> Schedule:</p> <p><input checked="" type="checkbox"/> Cost/Effort: 182,880</p> <p><input type="checkbox"/> Quality: No impact on quality identified</p> <p><input type="checkbox"/> Risk: None</p>
<b>Costs</b>	<p><b>Cost to Implement the PCO:</b> <b>\$182,880</b></p> <p><b>Milestone Payments:</b></p> <p>1. MC-028-01: \$182,880 – 100% upon Enterprise UAT completion</p>
<b>Terms and Conditions</b>	<p>This document when executed by the parties forms an amendment to the Statement of Work in effect between the Customer and WorkForce. The terms and conditions of the Statement of Work apply, unless stated otherwise within this document.</p>

<b>Customer</b>	Cook County
<b>Date</b>	December 17, 2015
<b>Reference</b>	<b>Client Issue Number:</b> N/A <b>PCO Number:</b> 0368.01.031
<b>Scope</b>	<p>Following discussions with Cook County, the following changes were identified as a change to the previously agreed upon scope of services under the Workforce Software Statement of Work dated November 26, 2013. This Project Change Order ("PCO") describes the change and authorizes WorkForce Software, LLC ("WorkForce") to perform the services described herein.</p> <p><b>Change in Services, Functional Requirements, Scope, Timeline, or Assumptions</b></p> <p><u>Services Scope:</u></p> <ul style="list-style-type: none"> <li>• Support additional go-live phase for the Sheriff's Office <ul style="list-style-type: none"> <li>○ 4 additional end user training sessions <ul style="list-style-type: none"> <li>▪ Timekeeper, Payroll Admin, ACT Caseworkers</li> </ul> </li> <li>○ 4 additional "Q&amp;A" sessions for Timekeepers and Supervisors</li> <li>○ Four weeks of Post Go-live support <ul style="list-style-type: none"> <li>▪ Daily War Room support to help support new users with questions and issues</li> <li>▪ Oversight and management of issue remediation throughout the project team</li> <li>▪ Technical and Operational Support for the first two end of period processing &amp; payroll processing</li> </ul> </li> <li>○ Weekly status meetings and reporting to project leadership</li> <li>○ Deployment planning and execution <ul style="list-style-type: none"> <li>▪ Create/Manage Go-live checklist</li> <li>▪ Go-Live meetings</li> </ul> </li> </ul> </li> </ul> <p><u>Assumptions:</u></p> <ul style="list-style-type: none"> <li>• The go-live support for this 6<sup>th</sup> go-live would mimic the same support as the first five go-lives and is based on the same support offered for the Pilot</li> </ul> <p><b>Reason for Change:</b></p> <ul style="list-style-type: none"> <li>• The Sheriff's Office has many complex groups of Employees requiring focused support, the Sheriff's Office has requested to distribute the employee roll-out into three different go-live dates, rather than two which are currently planned and in-scope.</li> </ul> <p><b>Alternatives Considered and Rejected:</b></p> <ul style="list-style-type: none"> <li>• Keep Sheriff's Office limited to two roll-out groups, rather than three.</li> <li>• Adding a third Sheriff's Office group to an existing Enterprise go-live date</li> </ul>
	<p>The following encompasses the services to be delivered by Workforce under this PCO:</p> <p><input checked="" type="checkbox"/> Project Management</p> <p><input type="checkbox"/> Requirements Analysis</p> <p><input type="checkbox"/> Technical Installation Services</p> <p><input type="checkbox"/> Software Design</p>

	<input checked="" type="checkbox"/> Software Configuration <input type="checkbox"/> Custom Report Development <input type="checkbox"/> Custom Documentation <input checked="" type="checkbox"/> Training <input type="checkbox"/> Test Scenario Creation <input type="checkbox"/> Test Case Creation <input type="checkbox"/> Test Execution <input type="checkbox"/> Product Enhancement <input checked="" type="checkbox"/> Other - Please Specify: Go-Live Support
<b>Impact</b>	<input checked="" type="checkbox"/> Scope: Details in the Scope section <input type="checkbox"/> Schedule: <input checked="" type="checkbox"/> Cost/Effort: \$189,600 <input type="checkbox"/> Quality: No impact on quality identified <input type="checkbox"/> Risk: None
<b>Costs</b>	<b>Cost to Implement the PCO:</b> <b>\$189,600</b>  <b>Milestone Payments:</b> 1. MC-031-01: \$189,600 – 100% at the Go-Live Date
<b>Terms and Conditions</b>	This document when executed by the parties forms an amendment to the Statement of Work in effect between the Customer and WorkForce. The terms and conditions of the Statement of Work apply, unless stated otherwise within this document.

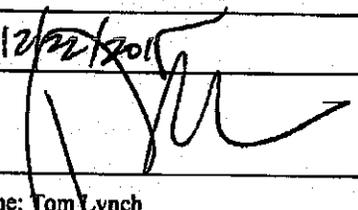
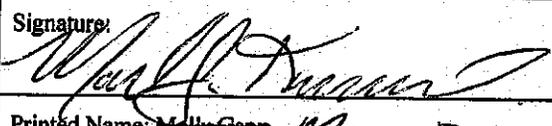
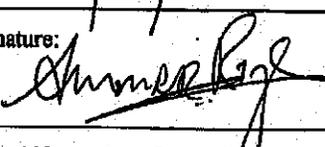
<b>Cook County</b>	<b>WorkForce Software, LLC</b>
Date: 12/22/2015	Date: Jan-07-2016
Signature: 	Signature:  BEC08221A10746F...
Printed Name: Tom Lynch	Printed Name: <del>Molly Gapp</del> Christopher Herter
Title: Director of ERP	Title: Director, Center of Excellence of Sales Operations
Date: 12/23/2015	Date:
Signature: 	Signature:
Printed Name: Ivan Samstein	Printed Name:
Title: Chief Financial Officer	Title:

<b>Cook County</b>	<b>WorkForce Software, LLC</b>
Date: 12/23/2015	Date: Jan-07-2016
Signature: 	Signature:  BEC09221A.10748F...
Printed Name: Tom Lynch	Printed Name: Molly Copper Herter
Title: Director of ERP	Title: Project Director and VP of Sales Operations
Date: 12/23/2015	
Signature: 	
Printed Name: Ivan Samstein	
Title: Chief Financial Officer	

<b>Customer</b>	Cook County
<b>Date</b>	December 16, 2015
<b>Reference</b>	Client Issue Number: N/A      PCO Number: 0368.01.033
<b>Scope</b>	<p>Following discussions with Cook County, the following changes were identified as a change to the previously agreed upon scope of services under the Workforce Software Statement of Work dated November 26, 2013. This Project Change Order ("PCO") describes the change and authorizes WorkForce Software, LLC ("WorkForce") to perform the services described herein.</p> <p><b>Change in Services, Functional Requirements, Scope, Timeline, or Assumptions</b></p> <p><u>Services Scope:</u> Implementing the following changes in production for the Pilot agencies:</p> <ul style="list-style-type: none"> <li>• Clerk of the Circuit Court and Sheriff's Office: <ul style="list-style-type: none"> <li>○ Worked Through Lunch (Appendix A) <ul style="list-style-type: none"> <li>▪ Employees who are able to work through lunch and leave an hour early for the day will be able to use the Time-Off Request functionality to request the option to work through their lunch.</li> <li>▪ Their Supervisor/Manger will approve the request</li> <li>▪ Once the request is approved, the additional hour for the day will be added to the Employee's timesheet.</li> <li>▪ This change will be effective dated so this functionality will not be able to be used on amended timesheets prior to the pay period of the production deployment.</li> </ul> </li> </ul> </li> <li>• Clerk of the Circuit Court <ul style="list-style-type: none"> <li>○ Change to Attendance Points (Appendix B) <ul style="list-style-type: none"> <li>▪ Accrue 2 points when no time or all docked time entered on a scheduled day</li> <li>▪ Disable the rule of doubling the attendance points if they are tardy or leave early on the day before/after a holiday. The attendance points should only be doubled for a full day absence before/after an holiday</li> <li>▪ Update exception message for the two flex starts each month</li> <li>▪ Add attendance point for lunch &gt; 60 minutes</li> <li>▪ This change will be effective dated so this functionality will not be able to be used on amended timesheets prior to the pay period of the production deployment.</li> </ul> </li> <li>○ Comp Time Intervals (Appendix C) <ul style="list-style-type: none"> <li>▪ Change Comp Time so it can be requested in 6 minute intervals, rather than 15 minute intervals.</li> <li>▪ This change will <u>not</u> be effective so this functionality could be used on amended timesheets after the production deployment</li> </ul> </li> <li>○ Lunch/Accrual Usage Rules (Appendix D) <ul style="list-style-type: none"> <li>▪ Eligibility for lunch when some Comp or FMLA time on the same day</li> <li>▪ Eligibility for lunch when Vacation, Sick or Personal accrual time is on the same day</li> <li>▪ Accrual time can only be taken in 4 hour increments, however if an employee works 6 hours for the day, they can take 4 hours of accrual time. Two of those hours will be used on the timesheet for the day and the other two hours are added to the comp time bank to use at a later time.</li> </ul> </li> </ul> </li></ul>

	<ul style="list-style-type: none"><li>▪ This change will be effective dated so this functionality will not be able to be used on amended timesheets prior to the pay period of the production deployment.</li><li>○ Work outside of schedule (Appendix E)<ul style="list-style-type: none"><li>▪ All hours outside of the schedule will be added to the comp bank at the applicable OT rate</li><li>▪ This change will be effective dated so this functionality will not be able to be used on amended timesheets prior to the pay period of the production deployment.</li></ul></li><li>○ Comp Time Payout (Appendix F)<ul style="list-style-type: none"><li>▪ Update CCT so any Comp hours &gt; 240 are paid out at the end of the pay period and not the day the 240 threshold is met</li><li>▪ This change will be effective dated so this functionality will not be able to be used on amended timesheets prior to the pay period of the production deployment.</li></ul></li><li>• Sheriff's Office<ul style="list-style-type: none"><li>○ Gracing on double and unscheduled shifts (Appendix F)<ul style="list-style-type: none"><li>▪ Gracing in CCT works when an employee is assigned a schedule, because the system knows the scheduled in/out times to use for gracing the time.<ul style="list-style-type: none"><li>• Update logic in CCT to automatically change the employees' time to mimic the gracing rules when an employee is working a double shift.</li><li>• Update logic in CCT to automatically change the employees' time to mimic the gracing rules when an employee is working on an unscheduled day.</li></ul></li><li>▪ The option of adding the additional shifts to the Employee's schedule so gracing would work was discussed, but rejected.</li><li>▪ This change will be effective dated so this functionality will not be able to be used on amended timesheets prior to the pay period of the production deployment.</li></ul></li></ul></li></ul> <p><b>Timing:</b></p> <ul style="list-style-type: none"><li>• Approval of PCO: December 23, 2015</li><li>• Requirements/Design/Configuration Updates: December 24, 2015 – January 15, 2016</li><li>• User Acceptance Testing (UAT): January 18 – 22, 2016</li><li>• Deployment Approval: January 25, 2016</li><li>• Deployment to Production: January 27, 2016</li></ul> <p><b>Assumptions:</b></p> <ul style="list-style-type: none"><li>• All of these changes would be managed together and be included in the same UAT and Deployment schedule. Separating into different UAT periods and/or deployments would be additional support hours from WFS.</li></ul> <p><b>Reason for Change:</b></p> <ul style="list-style-type: none"><li>• Clerk of the Circuit Court and Sheriff's Office has requested some requirements changes based on findings in the production environment.</li></ul>
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	<p><b>Alternatives Considered and Rejected:</b></p> <ul style="list-style-type: none"> <li>• Manual updates in CCT</li> </ul>
	<p>The following encompasses the services to be delivered by Workforce under this PCO:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Project Management</li> <li><input checked="" type="checkbox"/> Requirements Analysis</li> <li><input type="checkbox"/> Technical Installation Services</li> <li><input checked="" type="checkbox"/> Software Design</li> <li><input checked="" type="checkbox"/> Software Configuration</li> <li><input type="checkbox"/> Custom Report Development</li> <li><input type="checkbox"/> Custom Documentation</li> <li><input checked="" type="checkbox"/> Training</li> <li><input type="checkbox"/> Test Scenario Creation</li> <li><input checked="" type="checkbox"/> Test Case Creation</li> <li><input checked="" type="checkbox"/> Test Execution</li> <li><input type="checkbox"/> Product Enhancement</li> <li><input checked="" type="checkbox"/> Other - Please Specify: UAT and Production Deployment Support</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Scope: Details in the Scope section</li> <li><input type="checkbox"/> Schedule:</li> <li><input checked="" type="checkbox"/> Cost/Effort: 450 Hours</li> <li><input type="checkbox"/> Quality: No impact on quality identified</li> <li><input type="checkbox"/> Risk: None</li> </ul>
<b>Costs</b>	<p><b>Cost to Implement the PCO:</b> \$44,433.00</p> <p><b>Milestone Payments:</b></p> <ol style="list-style-type: none"> <li>1. MC-033-01: 100% Upon PCO Signature</li> </ol> <p>The following will be removed from the contingency hours/funds:</p> <ul style="list-style-type: none"> <li>• 450 Hours</li> <li>• \$44,433.00</li> </ul>
<b>Terms and Conditions</b>	<p>This document when executed by the parties forms an amendment to the Statement of Work in effect between the Customer and WorkForce Software. The terms and conditions of the Statement of Work apply, unless stated otherwise within this document.</p>

<b>Cook County</b>	<b>WorkForce Software, LLC</b>
Date: 12/22/2015	Date: 26 DEC 2015
Signature: 	Signature: 
Printed Name: Tom Lynch	Printed Name: Molly Gapp MARK J. Kusowicki
Title: Director of ERP	Title: Project Director VP Client SERVICES
Date: 12/23/2015	
Signature: 	
Printed Name: Ivan Samstein	
Title: Chief Financial Officer	

<b>APPENDIX A</b>	
<b>Worked Through Lunch Automation</b>	
<b>General Task</b>	<b>Steps Required</b>
Create new Pay Code	<ol style="list-style-type: none"> <li>1. Create new pay code "Left Early: Worked through lunch".</li> <li>2. Link pay code to all pay code maps, but only enable the pay code for the Sheriff's Office Union and CoCC Union. Timekeeper and above can edit.</li> <li>2. Add to the TOR screen for the Sheriff's Office and CoCC union profiles. For Sheriff's Office change TOR in advance days from 0 to -2.</li> </ol>
Create new Pay Code	<ol style="list-style-type: none"> <li>1. Create new pay code "Lunch Paid In/Out -1".</li> <li>2. Link pay code to all pay code maps, but nobody can edit the code.</li> <li>3. Add to pay preview layouts for Sheriff's Office and CoCC.</li> <li>4. Make pay code value same as "Regular" code which is: 001</li> <li>5. Put in any pay code set that has "Lunch Paid - 1". And also put anywhere that pay code is referenced directly in formula.</li> <li>6. Don't grace this code.</li> </ol>
Premium Calculation	<ol style="list-style-type: none"> <li>1. Create a rule that looks for "Left Early: Worked through lunch" pay code on the day. Any amount of hours for this pay code will trigger the rule. The rule will look at the employees last out time on the day. If the out time is before the end of the schedule then generate the difference between the out time and the schedule (NOT to exceed 60 minutes). The time should be generate as "Lunch Paid In/Out- 1" and it should show on results and timesheet. <ul style="list-style-type: none"> <li>• <b>Example 1:</b> Employee scheduled from 8am-4pm. They work through their lunch and punch out at 3:05pm. They request hours of "Left Early: Worked through lunch". The "Lunch Paid In/Out -1" pay code will be generated for 3:05pm - 4:00pm.</li> <li>• <b>Example 2:</b> Employee scheduled from 8am-4pm. They work through their lunch and punch out at 2:55pm. They request hours of "Left Early: Worked through lunch". The "Lunch Paid In/Out -1" pay code will be generated for 2:55pm - 3:55pm. And will be paid for 7 hours and 55 minutes of work for the day.</li> </ul> </li> </ol>
Clerk of the Circuit Court modifications	<ol style="list-style-type: none"> <li>1. Specifically for Clerk of the Circuit Court. If they punch out more than an hour early, they will be pointed. If it's an hour or less they will not be pointed. If they punch out less than 54 minutes before the end of their schedule the difference will be comped. <ul style="list-style-type: none"> <li>• <b>Example 1:</b> Employee scheduled from 8am-4pm. They work through their lunch and punch out at 2:55pm. They request hours of "Left Early: Worked through lunch". The "Lunch Paid In/Out -1" pay code will be generated for 2:55pm - 3:55pm. And will be paid for 7 hours and 55 minutes of work for the day. They will be given a point.</li> <li>• <b>Example 2:</b> Employee scheduled from 8am-4pm. They work through their lunch and punch out at 3:10pm. They request hours of "Left Early: Worked through lunch". The "Lunch Paid In/Out -1" pay code will be generated for 3:10pm - 4:00pm. They will accrue <math>60 - 50 = 10</math> minutes of comp time.</li> <li>• <b>Example 3:</b> Employee scheduled from 8am-4pm. They work through their lunch and punch out at 3:06pm. They request hours of "Left Early: Worked through lunch". The "Lunch Paid In/Out -1" pay code will be generated for 3:06pm - 4:00pm. They will not be given any comp time.</li> </ul> </li> </ol>

<b>APPENDIX B</b>	
<b>Clerk of the Circuit Court: Attendance Points</b>	
<b>General Task</b>	<b>Steps Required</b>
Create New Attendance Point Rule	<ul style="list-style-type: none"> <li>This attendance point rule applies to Union and Non Union employees at the Clerk of the Circuit Court. If they have a blank day, or a full day of docked pay on a scheduled day, they will automatically accrue 2 points. This will only happen after the day has passed in the system.</li> </ul>
Updating current attendance Point Rule	<ul style="list-style-type: none"> <li>Currently the attendance points double if they are the scheduled day before or after a holiday. This includes being tardy, or if they leave early. This rule was not correct. The ONLY rule that doubles if before or after holiday is the rule mentioned above regarding the points if they have a full day of docked or a completely blank day. Need to disable the doubling rule for all of the current automatic attendance accruals and enable it for the new attendance rule mentioned above.</li> </ul>
Change Exception Message	<ul style="list-style-type: none"> <li>Change the exception message for <code>SD58402_ATTENDANCE_POITNS_TARDY_UPTO_10MINS</code>. This is the message that fires when they are 1-10 minutes late. The message is currently "U pto 10 mins late punch-in detected." And will be changed to "Employee allowed to be 1-10 minutes late as flex start twice per month. After the second occurrence employee will be pointed".</li> </ul>
Create New Attendance Point Rule	<ul style="list-style-type: none"> <li>Any lunch &gt; 60 minutes (or 30 minutes if they worked partial day) should be pointed. Please see lunch rules in Jama for qualifiers for the lunches.</li> </ul>

<b>APPENDIX C</b>	
<b>Clerk of the Circuit Court: Comp Time Interval</b>	
<b>General Task</b>	<b>Steps Required</b>
Modify Exception Message	<ul style="list-style-type: none"> <li>Modify exception so the exception does not fire on "Comp Used -320", "FMLA Comp -321", "FMLA- Vacation", "FMLA - Personal", "FMLA-Floating Holiday", "FMLA-Sick" for both CoCC profiles.</li> </ul>
Create New Exception Message	<ul style="list-style-type: none"> <li>Create new exception just for the two CoCC profiles. It has the same setup (severity, message etc...) as the existing exception only it enforces to 1/10th of an hour. Will need to update named formula group for increment variable in message. This applies to pay codes "Comp Used -320", "FMLA Comp -321", "FMLA- Vacation", "FMLA - Personal", "FMLA-Floating Holiday", "FMLA-Sick"</li> </ul>

APPENDIX D Clerk of the Circuit Court: Lunch/Accrual Rules	
General Task	Steps Required
Identify Scheduled Work Hours	<ul style="list-style-type: none"> <li>All actual worked hours inside of schedule will be flagged as in schedule. This is any actual worked hours inside of schedule: -TRAINING, CLOCK, CALL_BACK, CALL_IN, COURT_PAY. Need premium to flag these hours.</li> </ul> <p>NOTE: These changes must be effective dated for this entire PCO.</p>
Eligibility for Lunch (with Comp or FMLA)	<ul style="list-style-type: none"> <li>A calculation will be made to store a number where they are eligible for certain amount of lunch. The calculation will be as follows. If they have 6.8333 or more hours of "in schedule" worked time plus comp (or paid FMLA codes for Vac, FH, Personal, Sick, Comp) time then they are eligible for up to 1 hour of lunch. If they have <math>\geq 3.5</math> but <math>&lt; 6.8333</math> they are eligible for 0.5 hours of lunch. If they have <math>&lt; 3.5</math> they do not get a lunch.</li> </ul>
Reclassification if lunch is present (with Comp or FMLA)	<ul style="list-style-type: none"> <li>If an employee has taken a lunch time on the day then the system will reclassify the lunch taken up to the max eligibility allowed per the calculation above. <ul style="list-style-type: none"> <li><u>Example:</u> If an employee is scheduled 8am-4pm, and they work from 8am-12:00pm, then they take a lunch from 12:00pm to 1:00pm, then they work from 1:00pm to 2:00pm. At this point the employee only has 5 hours of in schedule time plus comp time on the timesheet so only 0.5 hours of the lunch will be reclassified to paid lunch. However, this employee knows they need to add 2 hours of comp time to make themselves whole. When they add their comp time to the timesheet they will have 5 in scheduled work hours, plus 2 comp hours equal 7 hours on the day. This will trigger the full hour of lunch time to be reclassified to paid lunch.</li> </ul> </li> </ul>
Transaction if Lunch is NOT present or too Long (with Comp or FMLA)	<ul style="list-style-type: none"> <li>If the employee has not taken a lunch or if they are still eligible for more time after the lunch is exhausted then the time will be transacted onto the timesheet. The time will be transacted as "Lunch paid -1". <ul style="list-style-type: none"> <li><u>Example:</u> An employee is scheduled from 8am-4pm. They work from 8am-2pm. This is a total of 6.0 worked hours on the day. The employee knows that they need to fill in the timesheet with 1 hour of comp to make them whole. When they add 1 hour of comp time on the timesheet this brings their "in schedule" worked plus comp leave to 7.00. They are now eligible for 1 full hour so the system transacts 1 hour of "Lunch Paid -1" onto the timesheet.</li> </ul> </li> </ul> <p>Note: This transaction differs from the reclassification rule above, because it only happens if there is paid leave present on the timesheet. If there is only "In schedule" worked time on the timesheet the transaction will not fire. This is because if they work from 7 of their 8 hours and skip lunch to leave early, they must manually request that hour to be filled in.</p>
New Exception Message (with Comp or FMLA)	<ul style="list-style-type: none"> <li>Employee cannot have more than 8.09 hours of "in schedule" worked time plus comp time and paid lunch on the day. If they have more than this, then there will be an error message (that allows save).</li> </ul>
Comp Accrual Bank (with Comp or FMLA)	<ul style="list-style-type: none"> <li>If an employee has taken <math>&gt; 8.00</math> hours of "in schedule" plus comp but <math>\leq 8.09</math> the difference above 8.00 will go back in their comp bank. This is because the comp is allowed in 0.1 hour increments, so they might have to take an extra 0.9 hours of time to make their day whole.</li> </ul>
Reclassification if lunch is present (with	<ul style="list-style-type: none"> <li>If an employee has taken a lunch time on the day then the system will reclassify the lunch taken up to the max eligibility allowed per the calculation above.</li> </ul>

<p>Vacation, Sick, Personal)</p>	<ul style="list-style-type: none"> <li>○ <u>Example:</u> If an employee is scheduled 8am-4pm, and they work from 8am-12:00pm, then they take a lunch from 12:00pm to 1:00pm, then they work from 1:00pm to 2:00pm. At this point the employee only has 5 hours of in schedule time and no Vacation, Sick, or Personal on the timesheet so 0.5 hours of the lunch will be reclassified to paid lunch. However, this employee knows they need to add time to make them whole. They don't have comp time so they choose to add 4 hours of either Vacation, Sick, Personal. This brings them to 9 hours of Vacation, Sick, Personal plus the "in scheduled" hours. They will then receive 1 hour of paid lunch.</li> </ul>
<p>Transaction if Lunch is NOT present or too Long (with Vacation, Sick, Personal)</p>	<p><b>Configuration note:</b> Some of this extra time will be taken back in the calculations below.</p> <ul style="list-style-type: none"> <li>● If the employee has not taken a lunch or if they are still eligible for more time after the lunch is exhausted then the time will be transacted onto the timesheet. The time will be transacted as "Lunch paid -1".             <ul style="list-style-type: none"> <li>○ <u>Example:</u> An employee is scheduled from 8am-4pm. They work from 8am-2pm. This is a total of 6.0 worked hours on the day. The employee knows that they need to fill in the timesheet with 4 hours of Vacation, Sick, Personal make them whole. When they add the leave time their total "in schedule" worked plus leave time = 10 hours on the day. They are now eligible for 1 full hour so the system transacts 1 hour of "Lunch Paid -1" onto the timesheet.</li> </ul> </li> </ul> <p><b>Note:</b> This transaction differs from the reclassification rule above, because it only happens if there is Vacation, Sick, Personal present on the timesheet. If there is only "In schedule" worked time on the timesheet the transaction will not fire. This is because if they work from 7 of their 8 hours and skip lunch to leave early, they must manually request that hour to be filled in.</p>
<p>New Exception Message (with Vacation, Sick, Personal)</p>	<ul style="list-style-type: none"> <li>● Employee cannot have more than 11.99 hours of "in schedule worked time plus Vacation, Sick, Personal, and Paid Lunch time on the day. If they have more than this, then there will be an error message (that allows save).</li> </ul>
<p>Accrual Bank Rules (with Vacation, Sick, Personal)</p>	<ul style="list-style-type: none"> <li>● If an employee has taken &gt; 8.00 hours of "in schedule" plus Vacation, Personal, Sick but &lt;= 11.99 the difference above 8.00 (less 0.5) will go back in their comp bank. This is because the Vacation, Sick, Personal is allowed in 4.00 hour increments, so they might have to take an extra 3.99 hours of time to make their day whole. We reduce this amount by 0.5 because the lunch is built into the amount, and it was already paid by the rules above. It's important to note that we reduce the amount going back into the bank by 0.5 but we don't take that out of the full deduction (see example below).             <ul style="list-style-type: none"> <li>○ <u>Example 1:</u> The employee is scheduled from 8am-4pm. They work from 8am-12pm, take an hour lunch, and then work from 1pm-2pm. They need to add 2 hours of time. They have no comp so they take 4 hours of Vacation. This means they have 5 hours of "in schedule" work time, and 4 hours of leave. 9 hours &gt; 7.5 so they get 1 hour of Lunch Paid 1 transacted on their timesheet. They now have 10 hours of paid time on their timesheet. 2 hours will be removed off the paid time to pay them 8.00 hours, and only 1.5 will be put back in their comp bank.</li> <li>○ <u>Example 2:</u> The employee is scheduled from 8am-4pm. They work from 8am-12pm and go home. They need to add 4 hours of time. They have no comp so they take 4 hours of Vacation. This means they have 4 hours of "in schedule" work time, and 4 hours of leave. 8 hours &gt; 7.5 so they get 1 hour of Lunch Paid 1 transacted on their timesheet. They now have 9 hours of paid time on their</li> </ul> </li> </ul>

	timesheet. 1 hours will be knocked off the paid time to pay them 8.00 hours, and only 0.5 will be put back in their comp bank.
Creation of more examples	<ul style="list-style-type: none"><li>• Create 10 more examples to review with Clerk of the Circuit Court (lunch gracing, ½ hour lunches, long lunch, short lunch, no lunch, etc...)</li></ul>

<b>APPENDIX E</b>	
<b>Clerk of the Circuit Court: Worked Hours Outside Schedule</b>	
<b>General Task</b>	<b>Steps Required</b>
Reclassification of Worked Hours	<ul style="list-style-type: none"><li>All hours outside of schedule will go to the comp bank. This is any actual worked hours outside of schedule: -TRAINING, CLOCK, CALL_BACK, CALL_IN, COURT_PAY. They will be reclassified to sys comp 1.0x first. Then if other thresholds are met (e.g. daily OT, weekly OT) they will be reclassified to sys comp 1.5x. In the event of an OT scenario where there are sys comp 1.0x in schedule and out of schedule the hours outside of schedule will be reclassified first. This rule should be applied before any daily, weekly OT rule.</li></ul> <p><b>Configuration Note:</b> may be able to mimic logic from SD-1167</p>

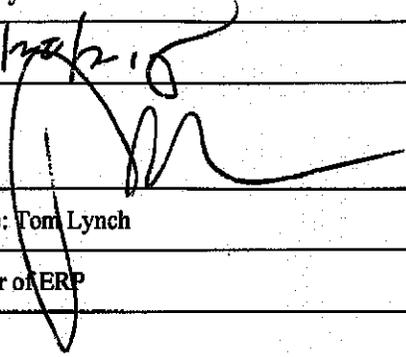
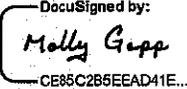
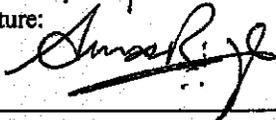
<b>APPENDIX F</b>	
<b>Clerk of the Circuit Court: Comp Time Payout</b>	
<b>General Task</b>	<b>Steps Required</b>
Modify Clearing Rules	<ul style="list-style-type: none"><li>• Modify clearing rule for SD-883. Instead of clearing on the day of the balance reaching 240 clear any balance over 240 in Comp bank on the last day of the pay period.</li></ul>

<b>APPENDIX G</b>	
<b>Sheriff's Office: Gracing Double and Unscheduled Shifts</b>	
<b>General Task</b>	<b>Steps Required</b>
Modify Clearing Rules	<ul style="list-style-type: none"> <li>When an employee works a double shift occasionally they will punch out for their first shift a couple minutes early/late, and then punch in for their next shift a couple minutes early/late. Currently the system is not gracing this time because it is so close to each other. Need to implement transaction to true up these hours so that there is a seamless transition. Need to make sure the rule fills in the gap without causing an overlap. This only applies to T700 Correctional Officers at the Sheriff's Office Union profile.</li> </ul>
True-up for Unscheduled Shift	<ul style="list-style-type: none"> <li>All time outside of schedule will be flagged as unscheduled time. An unscheduled shift is recognized as a continuous block of unscheduled time that has a duration of 7 hours and 50 minutes, and 8 hours and 32 minutes. If there is an unscheduled shift within that range of time it will automatically be changed to equal an even 8 hours of time.</li> </ul> <p>Note: Employee working double shift may or may not punch out between each shift. This rule will need to account for both options.</p>
Creation of more examples	<ul style="list-style-type: none"> <li>Create 10 examples to review with the Sheriff's Office</li> </ul>

<b>Customer</b>	Cook County
<b>Date</b>	December 17, 2015
<b>Reference</b>	Client Issue Number: N/A      PCO Number: 0368.01.034
<b>Scope</b>	<p>Following discussions with Cook County, the following changes were identified as a change to the previously agreed upon scope of services under the Workforce Software Statement of Work dated November 26, 2013. This Project Change Order ("PCO") describes the change and authorizes WorkForce Software, LLC ("WorkForce") to perform the services described herein.</p> <p><b>Change in Services, Functional Requirements, Scope, Timeline, or Assumptions</b></p> <p><u>Services Scope:</u> Implementing the following changes in production for the Sheriff's Office:</p> <ol style="list-style-type: none"> <li>1. Modifying 10 Holiday premiums so they do not apply if an employee is not in paid status for 40 hours in the pay period or have unapproved time-off (e.g. docked) time the scheduled day before or after a holiday.</li> <li>2. Modifying the Paycodes which count towards receiving a premium on a Holiday to remove the leave pay codes</li> <li>3. Modifying CCT so Holidays are automatically not calculated when an employee is not eligible for a Holiday.             <ol style="list-style-type: none"> <li>a. Note: previously this was setup as an exception message to notify the timekeeper that the employee may not be eligible for the holiday and to remove if applicable. It was since discovered it is a rare occurrence to actually let the employee keep the Holiday so CCT should automatically remove the Holiday.</li> </ol> </li> <li>4. Modifying the Holiday premium so employees only receive a max of 4 hours of Holiday Premium Pay, even if they work a double-shift.</li> </ol> <p>These change will be effective dated so this functionality will not be able to be used on amended timesheets prior to the pay period of the production deployment.</p> <p>The configuration and testing for these changes are rather complex and will not be able to be completed by the next Holidays (Christmas and New Year's) so WFS is recommending a short term solution and long term solution.</p> <p>Short Term Solution: (See Appendix A)</p> <ul style="list-style-type: none"> <li>• Implement solution for #2 and #4 above which will reduce the amount of manual work required on the Holidays until the long term fix can be made.</li> <li>• This will require quick turnaround so the changes can get migrated into production prior to Christmas. See timing below.</li> </ul> <p>Long Term Solution: (See Appendix B)</p> <ul style="list-style-type: none"> <li>• Implement the full solution for all the changes identified in the scope section. See timing below.</li> </ul> <p><u>Timing:</u></p> <ul style="list-style-type: none"> <li>• Short Term Solution –             <ul style="list-style-type: none"> <li>○ Approval of PCO: December 22, 2015</li> <li>○ Requirements/Design/Configuration Updates: December 22,</li> <li>○ User Acceptance Testing (UAT): December 23, 2015</li> <li>○ Deployment Approval: December 23, 2015</li> <li>○ Deployment to Production: December 24, 2015</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Long Term Solution –             <ul style="list-style-type: none"> <li>○ Approval of PCO: December 22, 2015</li> <li>○ Requirements/Design/Configuration Updates: December 23, 2015 – January 8, 2016</li> <li>○ User Acceptance Testing (UAT): January 11 – 22, 2016</li> <li>○ Deployment Approval: January 25, 2016</li> <li>○ Deployment to Production: January 27, 2016</li> </ul> </li> </ul> <p><b>Assumptions:</b></p> <ul style="list-style-type: none"> <li>• All of these changes would be managed in two time periods based on the short and long term solution timing. Separating into any other different UAT periods and/or deployments would be additional support hours from WFS.</li> </ul> <p><b>Reason for Change:</b></p> <ul style="list-style-type: none"> <li>• Sheriff's Office has requested some requirements changes based on findings in the production environment.</li> </ul> <p><b>Alternatives Considered and Rejected:</b></p> <ul style="list-style-type: none"> <li>• Manual updates in CCT</li> </ul>
	<p>The following encompasses the services to be delivered by Workforce under this PCO:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Project Management</li> <li><input checked="" type="checkbox"/> Requirements Analysis</li> <li><input type="checkbox"/> Technical Installation Services</li> <li><input checked="" type="checkbox"/> Software Design</li> <li><input checked="" type="checkbox"/> Software Configuration</li> <li><input type="checkbox"/> Custom Report Development</li> <li><input type="checkbox"/> Custom Documentation</li> <li><input checked="" type="checkbox"/> Training</li> <li><input type="checkbox"/> Test Scenario Creation</li> <li><input checked="" type="checkbox"/> Test Case Creation</li> <li><input checked="" type="checkbox"/> Test Execution</li> <li><input type="checkbox"/> Product Enhancement</li> <li><input checked="" type="checkbox"/> Other - Please Specify: UAT and Production Deployment Support</li> </ul>
<p><b>Impact</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Scope: Details in the Scope section</li> <li><input type="checkbox"/> Schedule:</li> <li><input checked="" type="checkbox"/> Cost/Effort: 248 Hours</li> <li><input type="checkbox"/> Quality: No impact on quality identified</li> <li><input type="checkbox"/> Risk: None</li> </ul>

<b>Costs</b>	<b>Cost to Implement the PCO:</b> \$24,587.52  <b>Milestone Payments:</b> 1. MC-034-01: 100% Upon PCO Signature  The following will be removed from the contingency hours/funds: <ul style="list-style-type: none"><li>• 248 Hours</li><li>• \$24,487.52</li></ul>
<b>Terms and Conditions</b>	This document when executed by the parties forms an amendment to the Statement of Work in effect between the Customer and WorkForce Software. The terms and conditions of the Statement of Work apply, unless stated otherwise within this document.

<b>Cook County</b>	<b>WorkForce Software, LLC</b>
Date: 12/22/2015	Date: Dec-28-2015
Signature: 	Signature: 
Printed Name: Tom Lynch	Printed Name: Molly Gapp
Title: Director of ERP	Title: Project Director
	Director, Center of Excellence
Date: 12/23/2015	
Signature: 	
Printed Name: Ivan Samstein	
Title: Chief Financial Officer	

<b>APPENDIX A</b>	
<b>Short Term Solution</b>	
<b>General Task</b>	<b>Steps Required</b>
Create New Pay Code Set	<ul style="list-style-type: none"> <li>Created Pay Code set SD 1179</li> <li>It only includes In/Out codes that are actual hours worked: TRAINING, CLOCK, CALL_BACK, CALL_IN, COURT_PAY, REGULAR_ELAPSED, REGULAR_OVERRIDE_ELAPSED</li> <li>This pay code set is the hours that count towards overtime on the Holiday. With this change they will be able to take leave on a holiday (particularly for SHIFT employees) and not be paid the OT. I have linked this new set to the SDs: 501</li> </ul> <p>Configuration Note: Need to make sure this rule fire before the regular time is made a premium to other codes, or flag the "worked" time if it has to be at a later stage.</p>
Double Shift on Holiday	<ul style="list-style-type: none"> <li>There are four transactions for Sheriff's Office SD-501, SD-892, SD-872, SD-868 that transact "Overtime @1.0x -100" on the timesheet for hours worked on a holiday. This does not apply to double shift. It's actually hours work/2, but never to exceed 4 hours on the day.</li> </ul> <p>Note: What about worked on holiday premiums at 1.5x? Example SD 872. Would that be a max of 4? Need to know this for all the holiday rules.</p>

<b>APPENDIX B Long Term Solution</b>	
<b>General Task</b>	<b>Steps Required</b>
Modify Holiday Premiums	<ul style="list-style-type: none"> <li>Created Pay Code set SD 1208</li> <li>It includes all unpaid hours: FMLA_UNPAID_HC 605, FMLA_UNPAID_COR 606, EXCUSED_UNPAID 624, UNPAID_HLT_COR 625, UNPAID_CORP 626, UNPAID_FURLOUGH_C 627, UNPAID_HOLIDAY 601, UNPAID_EXC_80 623, UNPAID_FURLOUGH_H 628, PERSONAL_DAY_SHERIFF 630, ADMIN_SUSPENDED_UNPAID 624, VESSA_UNPAID - 665, SCHOOL_CONFERENCE, NO_PAY_NO_POINT 624, EARLY_LEAVE 626, TARDY_LUNCH 626</li> <li>This pay code set will be used to disqualify Holiday premiums. If any hours of the codes above are used the day before or after the Holiday, and the employee comes in to work on the holiday, they will not receive premium for that holiday. This affects the following SDs: SDs: 745, 502, 868, 872, 867, 875, 874, 892, 501, 821</li> </ul>
Modify Holiday Premiums	<ul style="list-style-type: none"> <li>Created Pay Code set SD 1208</li> <li>It includes all unpaid hours: FMLA_UNPAID_HC 605, FMLA_UNPAID_COR 606, EXCUSED_UNPAID 624, UNPAID_HLT_COR 625, UNPAID_CORP 626, UNPAID_FURLOUGH_C 627, UNPAID_HOLIDAY 601, UNPAID_EXC_80 623, UNPAID_FURLOUGH_H 628, PERSONAL_DAY_SHERIFF 630, ADMIN_SUSPENDED_UNPAID 624, VESSA_UNPAID - 665, SCHOOL_CONFERENCE, NO_PAY_NO_POINT 624, EARLY_LEAVE 626, TARDY_LUNCH 626</li> <li>This pay code set will be used to disqualify Holiday from generating on timesheet, or Holiday from being banked (for shift employees). If the presence of one of these codes is before or after a holiday then it will limit the holiday from being paid or comped. This applies to the following SDs: 240, 420, 491</li> </ul> <p>Note: We are changing this rule for all of the County. Not just Sheriff's Office. If any groups need to include other codes (e.g. Sick), we'll need to identify those in UAT.</p>
Modify Holiday Premiums	<ul style="list-style-type: none"> <li>Because we are making these changes if the Holiday:               <ul style="list-style-type: none"> <li>Is observed on a Saturday (Or Friday for FPD).</li> <li>Is not worked the scheduled day after the Holiday</li> </ul> </li> <li>Then the system will not be able to block the holiday since it can't reference future pay periods. If this happens the customer will manually zero out the holiday, or manually decrease the banked holiday bank, or modify the premium hours accordingly. This change will allow for them to manually modify the premium hours and to only allow it to generate once. This applies to SDs: 872, 501, 868, 892</li> </ul>
Premium Generation on Timesheet	<ul style="list-style-type: none"> <li>The "Overtime @1.0x -100" code that is generated on the timesheet for SD-501,868, 872, 892 if it manually modified it starts counting to overtime because of a flag. We need to add new code "Holiday Overtime @1.0x -100" that is only used in this transaction. You cannot add it manually to the timesheet, and it should never count towards weekly daily or any other overtime. It will be linked to all sets and locations as the "Overtime @1.0x" except the sets that are linked to the overtime counts to OT/counts to worked. Note, this will be editable on the timesheet from the transaction but you won't be able to manually add the code, it has to originate from transaction. The new code will have the same pay code value (100)</li> </ul>

Update Exception	<ul style="list-style-type: none"> <li>• Exceptions before or after Holiday should be updated to include new pay code set SD 1208. This will only throw message if one of those codes is on the day before or after Holidays. This applies to SDs: 189, 190.</li> </ul> <p>Note: this will affect all employees not just the Sheriff's Office.</p>
Create New Check Box	<ul style="list-style-type: none"> <li>• Currently Sheriff's Office has a "Pay Overtime" checkbox. This check box can be checked on a day with comp time to convert it to pay. The same groups that use the "Pay Overtime" box will have a new checkbox on their timesheet called "Comp Holiday". This checkbox will comp paid OT generated from SD 501 and 892. We will need to open this checkbox up to all roles, and it will only apply to the new "holiday overitme @1.0x -100" pay code. It will only affect the generated premium on the holiday. Setup the checkbox in similar location as the current checkbox (e.g. detail portion of table view, end of row list view)</li> </ul> <p>Note: This will not comp a paid holiday -200 code. It will just comp the premium portion of the holiday generated for SD 501 and 892.</p>