

Project Change Order Document

Date: November 11, 2013	Project Name: City of Pittsburgh JDE Payroll	
Contract No.	Submitted by: Tanda Nelson	Change Order Number: 2013-007
<p>Reason for Change Order: City Payroll extended to first payroll in 2nd quarter of 2014 year (April 4, 2014), as first live payroll in JD Edwards.</p> <p>Other notable dates:</p> <ul style="list-style-type: none"> ➤ Employee Maintenance is currently live per plan. Dual maintenance in both Ceridian and JD Edwards in process. ➤ Employee Benefits will cut-over and go live December 16th, 2013 or sooner (as soon as ready but no later than); remains on target. ➤ Timekeepers Entry will cut-over and go live March 15th, 2014 in preparation of entry starting 3/18/14. <p>Considerations: The June 14th and 28th payrolls were entered by the Timekeepers for use in the Integration testing process for City Payroll validation. To perform integration testing the two payrolls required entry, corrections of entered information, and reconciliation between JD Edwards and Ceridian of both gross and net pays. This was not accomplished in the time frame planned.</p> <p>Gross pay has been reconciled for those groups who have completed their entry corrections, net pay reconciliation has begun. There remain two groups to complete their corrections. Once corrected, the reconciliation may resume for gross and net. At which point, integration testing may begin.</p> <p>As a result of the delay, it was agreed by the City Payroll Governance Team on Tuesday, November 5th, that we now needed to plan for a later go-live. Two options were presented to ensure all topics, concerns, and realities got discussed. It was elected to focus on a quarter end date with a potential go-live of the first payroll in April 2014. This change order is the result of an accepted implementation plan for that date.</p> <p>Due to the fact that City Payroll will go live after the calendar year has started, there are YTD data considerations. Those considerations result in the following added tasks:</p> <ul style="list-style-type: none"> ➤ YTD Pay Balances conversion (partially completed) ➤ YTD Accruals conversion (partially completed) ➤ YTD Deductions conversion (partially completed) ➤ YTD Taxes conversion (partially completed) ➤ Adjustment of accruals that were set up for January start date <p>In consideration of the added tasks, and to provide timekeepers with the needed time to complete their corrections, reconciliation of both gross and net have been suspended until 12/3. Reconciliation will then be performed in groups, with Public Works and Police scheduled last. Reconciliation is scheduled between 12/3/13 and 1/30/14 at half time. This will allow for vacation scheduling during the holiday and attention to other JDE Service Center projects, and meeting a quarter end go-live. Steve Bradnam's time will be 50% on the City Payroll project during this time. This time is adjusted out of the forecast.</p> <p>Resource & Cost Adjustments:</p> <ol style="list-style-type: none"> 1) Tanda – added 106 hours, \$1400 in bi-weekly expenses, planning 2 day trips every other week 2) Steve – added 368 hours and adjusted -200 hours for a net add of 168 hours, \$232 in weekly mileage and parking expenses 3) Allows for 1 month of support by Steve after paycheck is delivered to employees on April 4th. 4) Contingency of 10% has been added to this Change Order. The Denovo PM will manage the project to minimize use of contingency. 		
<p>Impact if Not Approved: Refer to other notable dates above</p>		
<p>Impact if Accepted: Cost impact</p>		

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Activities Required: Project plan has been re-planned.		Cost: \$61,391.00
Roles Required: All		Responsibilities: Per project plan.
Schedule Change: Revised City Payroll Go-live January 10, 2014 to first payroll in April 2014 (4/4/14 payroll)		
Original Budget (after CO# 2013-06)	Change Order Amount	Revised Budget Total
\$1,161,625	\$61,391.00	\$1,223,016
By accepting this change order, customer agrees to pay for the above outlined additional services and to provide qualified customer employees as outlined in the <i>Software License, Service, and Maintenance Agreement, and Engagement Letter</i> . By not signing and accepting change, customer agrees to accept specified impact.		
<u>Customer Authorized Representative</u> Chuck Half <hr/> Title: Project Manager City of Pittsburgh Date: 11/15/13	<u>Denovo Authorized Representative</u>  <hr/> Title Project Manager Denovo Date: 11/11/13	