SAMPLE

STATEMENT OF WORK

Customer Contact:	Ease Contact:
Name:	**Name:**
Address:	
Telephone No.:	

This Statement of Work is made pursuant to Paylocity Automated Data Exchange dated _____ by and between Paylocity, _____, and Enrollease, Inc., DBA Ease.

Project Name: Paylocity and Customer Integration within Ease

Project Fees: $500, payable by Project Start Date

Anticipated Project Start Date: _____
Anticipated Project End Date:_____

Project Description: The purpose of this Statement of Work (SOW) is to provide Customer an integration between Ease and Paylocity that will ensure that employee demographic and compensation data will be transferred from Paylocity to Ease eliminating the need for duplicate data entry for most employee information. Benefit deduction data will flow from Ease to Paylocity.

Scope of Work: The scope of this project entails the implementation of Customer's employees on Ease to match Paylocity.

Project Overview and Scope: Overview of integration, services and responsibilities of Customer, the broker, and Ease. Ease portal must be completed prior to 45 days before the first payroll processing date.

Broker	● Build company portal in Ease ● Add Organization Information ● Create current plans ● Customize portal ● Import employees and enrollments ● Review Paylocity structure with Ease prior to kickoff call
Customer (Company Administrator)	● Work with Broker to ensure all company structure is configured and employee data is populated appropriately in Ease ● Coordinate with Company Payroll Administrator to ensure milestones are met and on time ● Collaborate with Ease to review Paylocity integration settings ● Approve changes in Ease
Customer (Company Payroll Administrator)	● Attend all integration discussions ● Test integration and payroll processing ● Validate changes ● Process payroll
Ease	● Work with broker to ensure benefit/company structure correspond with Paylocity structure

	● Configure and enable Paylocity integration ● Support Company Administrator and/or Company Payroll Administrator for integration questions and support ● Collaborate with Paylocity for integration updates and support

DELIVERABLES: Please refer to the timeline furnished by Ease detailing milestone dates and projects to be completed. If the project is delayed for longer than 15 business days due to Customer or Broker, the project may be considered stalled and Broker and Customer will need to re-engage Ease once ready to proceed and pay an additional set up fee.

There is no refund once Ease commences work on the integration.

SOW Approved and Accepted:

Customer		Ease
By: _____		By: _____
Signature		Signature
_____		_____
Printed Name, Title		Printed Name, Title

Broker
By: _____
Signature
_____
Printed Name, Title