

APPENDIX 1 - TIMELINE OF PAYROLL ONBOARDING

Month	Activity
February	LPPA to understand Brent's existing payroll arrangements incl overseas member's position
April	Brent to agree overall proposal
	LPPA to understand & agree payments requirements / terms with Brent
	LPPA to provide Civica with 1st Brent Data cut
May	LPPA to identify & address 1st data cut actions with Brent
	Create communication plan
June	LPPA to provide Civica with 2nd Brent data cut
	LPPA to identify & address 2nd data cut actions with Brent
July	LPPA & Brent to prepare for 1st parallel payroll run
August	LPPA & Brent to fix any 1st parallel run actions
	LPPA & Brent to prepare for 2nd payroll run
September	LPPA & Brent to fix any 2nd parallel run actions
	LPPA & Brent to prepare for 3rd payroll run
October	First full payroll run completed by LPPA
November	LPPA & Brent post go live review & identification of any follow up action requirements
December	LPPA & Brent complete any post go live actions