



DAYFORCE A NEW WAY TO WORK

As we move forward with the Dayforce Implementation and transition from ADP to Dayforce, a **Blackout Period** is required to ensure the successful transition from one system to another.

What does this means for me?

This will be a period of time in which you cannot make any personal changes directly in ADP or Dayforce. The only changes that are allowed during this time are direct deposit changes required as a result of fraud on your account, or any timely life events that affect your benefits. Your local HR team can assist you with these changes. You will be able to edit your personal information in Dayforce once we go live.

Please review the chart below for the **Blackout Period** for your business:

Kaman Brand	Blackout Begin	Blackout End
Kaman Air Vehicles, Kaman Aerospace, Kaman Composites KS, Kamatics, Extex, GRW	3/7/2022	3/28/2022
Kaman Composites VT	3/14/2022	4/4/2022
Kaman Precision Products, Kaman Precision Products Inc.	3/21/2022	4/11/2022
Corp Semi-Monthly	3/25/2022	4/16/2022
Corp Monthly	3/25/2022	5/1/2022

If you have any questions, please do not hesitate to reach out to your local HR Team.

Thank you!

Additional information is available on our Intranet at LINK/Dayforce.

Managers/Supervisors please make this available for those employees without computer access.

Remove from bulletin board on 5/1/2022.

