



## Paycor Disaster Recovery Overview

### IT Perspective

The primary objective of a Disaster Recovery Plan is to enable an organization to survive a disaster and to reestablish normal business operations. In order to survive, the organization must assure that critical operations can resume normal processing within a reasonable time frame.

Please note that this document is continually subject to change.

### The Data Center

Paycor's primary data center located in a third party co-location facility in Lebanon, Ohio. The data center is Tier 3 data center protected by redundant generators, redundant power feeds, multiple telecom entrances into the building, and redundant air conditioning system. The co-location datacenter is protected by security guards and is protected by a card reader access system once in the facility. The co-location data center has digital video recording cameras throughout the facility. All server and storage equipment is manufactured by HP. Annual maintenance contracts are maintained on all mission-critical equipment. Paycor engages national accounting firm to conduct a SOC 1 audit of its payroll services on an annual basis.

### The Disaster Recovery Facility

Paycor leases space in a co-location facility from a national provider outside the I-275 loop in Northern Cincinnati. This facility is approximately 15 miles from the primary data center at Paycor's corporate headquarters. The co-location facility is protected by a diesel generators, UPS system, redundant HVAC, fire suppression, and digital video recording. The facility has a card reader access system for controlled access. All core production servers and storage are duplicated at the DR facility. All equipment is installed in locked racks dedicated to Paycor.

### The Data Center

Paycor's corporate headquarters is connected to primary data center in Lebanon Ohio using dual 1G connections provided by two different telecom providers. Wide Area network is an MPLS network that connects our Tier 1 processing offices (Jacksonville, Kansas City) and Tier II sales offices (Dayton, Columbus, Indianapolis) with our co-located disaster recovery site. In the event of a declared disaster at the primary datacenter, servers will be brought on-line at the DR facility. Payroll processing and distribution will be handled by the surviving Tier 1 locations through the MPLS WAN connectivity to the DR facility. Ancillary core services such as tax filing and electronic transmissions will be handled by re-located operations staff in the Tier II cities. All network equipment is manufactured by Cisco and covered by annual maintenance contracts.

### The Data

Paycor's client data is replicated near real-time to the co-located disaster recovery facility using best of breed Storage Area Networks and redundant replication appliances. The data replicates across a secure private network. Our RTO (Recover Time Objective) for basic payroll processing is 4 hours and our RPO (Recovery Point Objective) is 30 minutes. In addition, critical production files are incrementally backed up to disk on a nightly basis. The disk backups are replicated from Paycor's primary data center to the DR data center on a nightly basis. The month end backups are written to tape and are picked up by a data records management company and stored at their facility which is near the DR facility.