



Choosing HRIS / PAYROLL SOFTWARE

Below is a quick overview of best practices when selecting a new HRIS / Payroll system

1. Understand your current practices, vendors and processes.
 - a. What works, what's missing?
 - b. Are teams making best use of existing functionality?
 - c. Are team members adequately trained?
 - d. How good is our current data in terms of accuracy?
2. Define your needs/goals
 - a. From reporting to employee self-service; define the business requirements.
 - b. How flexible can your processes be (e.g. can you work within a new workflow process or do you need a highly flexible program that will allow for your current process/workflow to remain undisturbed)?
 - c. Do we want one system that does it all or the ability to interface several pieces based on other business needs?
3. Define your Stakeholders
 - a. Who are the main stakeholders; leadership, system administrators, support team?
 - b. What impact to current teams and staffing will be felt with new software?
 - c. What is project plan (teams/departments) for implementation?
4. Define your budget
 - a. What funds can be allocated towards software selection
 - b. Considerations for overtime or increased temporary staffing to accommodate implementation
 - c. Continuing cost of system updates, training and technical support from the vendor(s)
5. Define your timeline
 - a. Set up project plan
 - b. Ensure that key stakeholders are onboard with timelines and goals
 - c. Develop consistent and frequent project communication opportunities; particularly important around payroll and quarter/year end close as well as pay cycles.
6. Vendor Selection
 - a. Get REFERENCES!
 - b. Select vendor(s)
7. Implementation
 - a. Data integrity
 - b. Data audit post implementation
 - c. Train team members in real-time so they are learning and practicing.
 - d. Train Managers
 - e. Train employees (employee self-service)
8. Complete and go live
 - a. Continue with training and process/workflow evaluations; opt for best practices!