MERCURY

Payroll System Selection and Implementation Project Plan

16 – 20 November 2026
London (UK)



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Introduction

This comprehensive payroll system implementation project plan course is meticulously designed to navigate you through the intricate processes involved in selecting the most appropriate system or technology for organizational use.

Participants will gain insightful knowledge on effectively undertaking a payroll system implementation project plan. You will delve into critical steps, including developing the project plan from scratch, installing the essential technology to support your payroll infrastructure, conducting a thorough gap analysis between existing procedures and the system's advanced features, transitioning old system data to new system data elements seamlessly, rigorously testing the newly adopted system, crafting elaborate training materials and documentation, and facilitating ongoing support post system go-live.

Throughout the payroll system implementations course, we ensure a holistic learning experience that empowers participants to undertake payroll system implementations skillfully, equipped with a stringent checklist and the know-how to navigate a project plan seamlessly.

Targeted Groups

- Payroll professionals are seeking expertise in payroll system implementation.
- Human resources professionals aspiring to deepen their understanding of HR system implementation.
- Accounting, benefits, and systems professionals who are at the crossroads of selecting, upgrading, replacing, or implementing a brand-new payroll system.

Course Objectives

By the end of this intensive payroll system implementation project plan course, participants will have mastered the ability to:

- Craft a detailed current situation analysis to pinpoint the prerequisites of a novel system.
- Curate a Request for Proposal RFP precisely and diligently dissect the vendor's submissions.
- Chart and steer the payroll implementation project plan confidently to ensure timely and budget-friendly implementation.
- Map and accurately translate the data elements from the old to the new payroll system, facilitating a smooth data migration process.
- Comprehend the multifaceted types of system testing necessary to fulfill the tailored needs of their organization.
- Organize and deploy a holistic system implementation plan inclusive of comprehensive user training.

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- Manage the support and enhancements required when implementing a new system.

Targeted Competencies

- Mastery in preparing and producing a glitch-free payroll.
- Proficiency in analyzing and reporting on payroll intricacies.
- Dexterity in reconciling payroll discrepancies.
- Demonstrated analytical thinking capabilities.
- Advanced planning skills pivotal for HR system implementation project planning.

Course Content

Unit 1: Technology Selection - Setting the Stage

We begin our journey with an exploration of the approach to system/technology selection:

- Understanding the development or delivery models for the payroll system implementation.
- Determine where/how the technology will be developed or delivered.
- Deciding on a processing environment conducive to successful payroll system implementation.
- Differentiating between selecting interfacing or pursuing integration.
- Initial steps in preparing a high-level project plan for mercury payroll systems and beyond.
- Delving into a current situation analysis to consolidate a comprehensive functional requirement document.
- Weighing the benefits of integrated vs. interfaced systems—discussing interfacing and cooperation with other systems and departments.
- Recognizing the importance of stakeholders:

  - Customers.
  - The project team.
  - The project plan structure.

Unit 2: System Selection - Selecting the Vendor

In this unit, crucial aspects of the payroll software selection process are covered:

- Request for Information RFI and Request for Proposal RFP are significant in selecting the right vendor.
- In-depth system selection criteria, ensuring the best fit for the organization's needs.
- Vendor evaluation is critical to identifying the right partner for the payroll implementation project plan.
- Analysis of the report cards for potential vendors.

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- Common pitfalls to circumvent during the selection process.
- Strategies to negotiate contract terms to the company's advantage.

Unit 3: System Implementation - Designing the System

Here, we tackle the elements of the payroll system implementation checklist as part of designing the system:

- Redefining the project plan - ensuring it meets all requirements for the payroll system implementation.
- Steps to install the required technology effectively.
- Engaging in a gap analysis to address any discrepancies between existing and new systems.
- Prototyping the system - a preview of the functioning of the final payroll system.

Unit 4: System Implementation - Developing the System

This unit brings to light the development phase of the payroll system:

- Guidance on data mapping and creating robust data specifications.
- Discuss the variety of testing.
- Logical day testing and ensuring user buy-in to the new system.

Unit 5: System Implementation - Implementing the System

The implementation phase is critical, covering:

- Producing comprehensive documentation necessary for any payroll system.
- Conducting user training and post-training support.
- The importance of parallel testing and the cutover strategy.
- Business continuity planning to avoid disruptions.
- Implementing controls and enhancing security as part of the payroll implementation project plan.

Unit 6: System Implementation - Supporting the Live System

Finally, we focus on methods to offer support once the system is operational:

- Various techniques of supporting the system once live.
- Organizing a wrap-up meeting to evaluate project success.
- Establishing ongoing processes for seamless operations.
- Continuous process review ensures ongoing improvements.
- Setting in place escalation procedures to address issues effectively.
- Developing a system lifecycle strategy to anticipate future change.