

Payroll System Selection & Implementation Masterclass

Human Resource
Geneva (Switzerland)
06 - 10 Oct 2025

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Payroll System Selection & Implementation Masterclass

Ref: 321498_129396 **Date:** 06 - 10 Oct 2025 **Location:** Geneva (Switzerland) **Fees:** 4700 Euro

Course Description

This comprehensive 5-day course guides participants through the entire process of selecting and implementing a payroll system. From initial needs assessment to post-implementation support, attendees will gain practical skills in project planning, vendor evaluation, data migration, system testing, and change management. The course combines theoretical knowledge with hands-on exercises to ensure participants can confidently manage payroll system projects.

Learning Objectives

- Develop a detailed project plan for payroll system implementation
- Evaluate and select appropriate payroll vendors based on organizational needs
- Design and execute effective data migration and system testing strategies
- Implement change management and training programs for smooth system adoption
- Establish post-implementation support and continuous improvement processes

Course Modules

Day 1: Project Planning and Needs Assessment

- Introduction to payroll system implementation lifecycle
- Conducting a current state analysis
- Defining system requirements and objectives
- Creating a comprehensive project plan

Day 2: Vendor Selection and Evaluation

- Researching payroll system vendors
- Developing a Request for Proposal RFP
- Evaluating vendor responses and demonstrations
- Negotiating contracts and service level agreements

Day 3: System Design and Data Migration

- Mapping current processes to new system functionality
- Designing system configurations and customizations
- Planning and executing data cleansing and migration
- Establishing data validation and reconciliation procedures

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Day 4: Testing and Quality Assurance

- Developing a comprehensive testing strategy
- Conducting unit, integration, and user acceptance testing
- Parallel payroll runs and results validation
- Identifying and resolving system issues

Day 5: Implementation and Post-Go-Live Support

- Creating user training materials and conducting sessions
- Developing a go-live strategy and cutover plan
- Establishing post-implementation support processes
- Continuous improvement and system optimization techniques

Practical Wins for Participants

- A customizable project plan template for payroll system implementation
- Vendor evaluation scorecard and RFP development toolkit
- Data migration checklist and reconciliation spreadsheet
- Go-live readiness assessment and post-implementation audit guide

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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