Payroll System Selection & Implementation Masterclass

3 – 7 May 2027
Lisbon (Portugal)



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Why This Course

Implementing a payroll system is a critical organizational project that affects every employee and requires careful planning, coordination, and execution. From selecting the right vendor to ensuring accurate data migration and user adoption, payroll projects demand both technical knowledge and project management expertise.

This intensive 1-week course equips HR and IT professionals with the practical skills, frameworks, and tools needed to successfully manage payroll system implementations. Participants will gain hands-on experience in every stage of the process, ensuring a smooth transition and long-term operational efficiency.

What You'll Learn and Practice

By attending this program, you will:

- Develop a detailed project plan tailored for payroll system implementation
- Evaluate and select vendors based on organizational needs and capabilities
- Plan and execute data migration, system configuration, and testing strategies
- Implement effective change management and training programs for users
- Establish post-implementation support and continuous improvement processes
- Ensure compliance, accuracy, and operational efficiency throughout the payroll lifecycle

The Program Flow

Day 1: Project Planning and Needs Assessment

- Payroll system implementation lifecycle overview
- Conducting current state analysis
- Defining system requirements and objectives
- Developing a comprehensive project plan

Day 2: Vendor Selection and Evaluation

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



Day 3: System Design and Data Migration

- Mapping existing payroll processes to the new system
- Designing system configurations and necessary customizations
- Planning and executing data cleansing and migration
- Establishing data validation and reconciliation procedures

Day 4: Testing and Quality Assurance

- Creating a robust testing strategy
- Conducting unit, integration, and user acceptance testing
- Performing parallel payroll runs and validating results
- Identifying and resolving system issues before go-live

Day 5: Implementation and Post-Go-Live Support

- Developing user training materials and conducting training sessions
- Planning go-live strategy and cutover procedures
- Setting up post-implementation support and troubleshooting
- Implementing continuous improvement and system optimization measures

Individual Impact

Participants will leave the course with:

- A practical, customizable payroll system project plan
- Tools to evaluate vendors and manage RFP processes effectively
- Checklists and frameworks for data migration, testing, and validation
- Skills to ensure smooth adoption and continuous improvement post-implementation

Organizational Impact

Organizations will benefit through:

- Streamlined payroll system selection and implementation
- Reduced risk of errors during data migration and go-live
- Higher user adoption and operational efficiency
- Clear frameworks for ongoing support and process optimization

Training Methodology

This course emphasizes practical application through:



- Hands-on exercises and real-world payroll implementation scenarios
- Templates, checklists, and scorecards for project management
- Group discussions and peer learning for problem-solving
- Step-by-step guidance from planning to post-go-live evaluation

Beyond the Course

Upon completion, participants will be equipped to:

- Lead payroll system projects with confidence and efficiency
- Ensure accurate, compliant, and timely payroll operations
- Implement change management strategies to maximize adoption
- Establish continuous improvement processes for long-term system success

This program provides a structured and practical roadmap for professionals responsible for payroll system projects, ensuring both individual competence and organizational readiness.

