

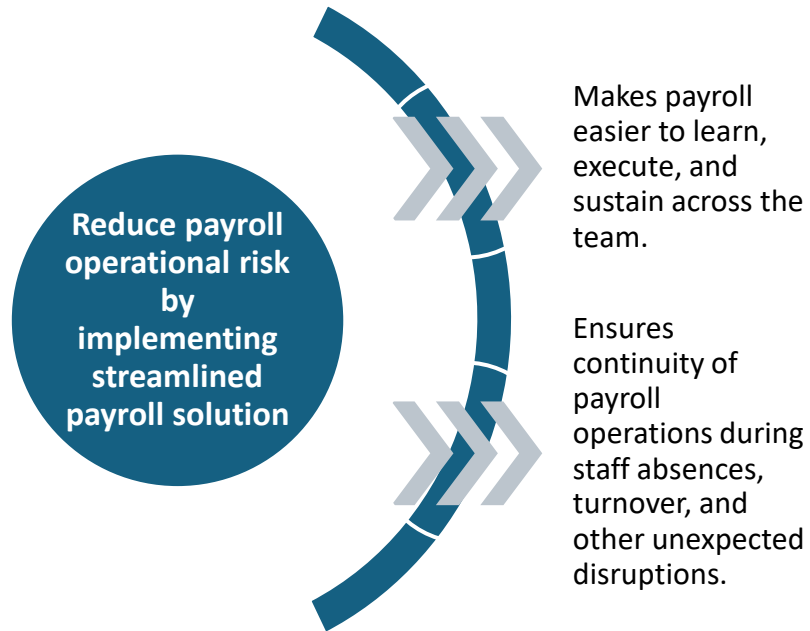
PAYROLL SOFTWARE IMPLEMENTATION

Start: July 2026

Finish: June 2027

Budget: \$70,000

Actual YTD: \$0



RISK/MITIGATION

Key risks include data conversion, integration, process disruption, and user adoption; these will be mitigated through structured testing, data validation, phased readiness activities, clear ownership, and proactive stakeholder communication.

Q1 OBJECTIVES

- Engage HR and other departments to identify opportunities for expanded functionality.
- Planning for Q2 steps:
 - Finalize contract requirements for functionality, controls, integrations, and reporting.
 - Establish cross-functional priorities to guide implementation and decision-making.

Status:



Lead: Jenni Lewis

Pillars: Enhance

Date: 08/26/2026

DESCRIPTION

Finance and Business

Affairs will replace

fragmented legacy

payroll processes with an

integrated, scalable

enterprise platform for

payroll and related

workforce processes to

create a streamlined

system that will ensure

continuity of operations.

