PAYROLL SOFTWARE IMPLEMENTATION

Start: July 2026	Budget: $70,000
Finish: June 2027	Actual YTD: $0

Task	July	Aug	Sept	Oct	Nov	Dec
Collaborate						
Demo Options						
Deliberate						
Finalize Contract						
Plan Priorities						

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 HIGHLIGHTS

- ✓ **Engage HR and other departments** to identify opportunities for expanded functionality.
- ✓ **Demo vendor options** and potential terms.

Q2 OBJECTIVES

- **Continue deliberating collaboratively** to decide on path forward.
- **Finalize contract requirements** for functionality, controls, integrations, and reporting.
- **Establish cross-functional priorities** to guide implementation and decision-making.
- **Planning for Q3 steps** includes initial implementation steps.

Status:
Lead: Jenni Lewis
Pillars: Engage
Date: 10/09/2026

DESCRIPTION

Replace fragmented legacy payroll processes with an integrated, scalable enterprise platform for payroll and related workforce processes to create a streamlined system.

