HR AND PAYROLL SOFTWARE BUYER CHECKLIST

Looking for a new HR and payroll system but don't know where to start?

Here's our top 10 tips to making the process as smooth as possible.

1. **Stakeholder buy in**
   This is a biggie, because if you've not taken your teams on a journey, then the project is less likely to be successful. How does your organisation procure software? Through IT? Via heads of teams or another way? You need to make sure that you engage the relevant people from the start.

2. **Check the terms of your current HR and payroll provider**
   What is your notice period? How can you extract your organisational data from the system? Are there any other considerations you need to make? You don't want to embark on a new project if there is a nasty clause in your current contract which means you can't make the switch.

3. **List your requirements**
   It's easy to get drawn to a system that is shiny and new, but does it meet your organisational requirements? Create a list of what you need to be more efficient and effective. For example, are you looking for a real-time payroll engine to help with the payroll process? Do you need to have employee self-service, or the ability to produce reports quicker? Think of everything you need now and what you might need in the future, so that the system can grow with you.

4. **Go out to market**
   Use your requirements list to assess and focus on providers that will help you to meet those needs and add real value to your organisation. Why not create a balanced scorecard to help you judge each provider objectively?

5. **Shortlist potential providers**
   Engage your senior leadership or decision-making team early in the process and get ready to sell your vision around the platform you wish to purchase and implement.

6. **Kick-start your project**
   You want this project to be a success, therefore it is vital to ensure that everyone is on board with what you're doing. Highlight what you're doing and why, it will make the project much easier to implement.

7. **Organise your internal resources**
   Build a project team and organise weekly meetings so that project and critical milestones are met, both on your part and that of the provider you have selected.

8. **Create timelines**
   Implementation projects can be long, so breaking them up with mini milestones is great to keep people on track and motivated.

9. **Ensure you have adoption and training plans in place**
   While most modern HR and payroll platforms are so easy to use that they need minimal training on them, it is still a good idea to carry out end user training so that people get the most from the system. It will also reduce the number of queries coming directly through to your teams.

10. **Celebrate success**
    Once you've reached the end of implementation why not celebrate and hold a launch event. After all everyone loves a cake, right?

Ready to make the switch? Our experts can help you select the best solution for your organisation and implement smoothly and with confidence. **Find out how we can help you.**