

## **Brief: Status Update on HR Software Implementation**

The purpose of this brief is to provide members of the leadership team with an update regarding implementing XYZ Company's new human resource information system (HRIS).

### **Key Details**

- Expert HR Tech has been selected as our new HRIS application.
- The Expert HR Tech implementation team is currently working on customization.
- Our HR and accounting teams are gathering data requested by Expert HR Tech that is necessary to begin converting our data. This data is due by December 2, 2020.
- The data conversion is expected to take approximately four weeks, which means that we may be able to go live with the new system in early January of 2021.
- We need to notify Expert HR Tech if we prefer to implement the system one module at a time, or if we prefer to wait until the entire system is ready to go live.
- We also need to set up some virtual training sessions so that key personnel will know how to use the new system prior to its implementation.

### **Recommendations**

- The HRIS committee recommends opting for a module-by-module implementation. It is our belief that this approach will help make the transition go as smoothly as possible. By gradually introducing the new system, training can be staggered. This will also help make sure that problems (if any) can be identified early in the rollout. This is the option the software vendor (Expert HR Tech) suggests as being the most effective.
- We suggest scheduling an initial training session for team leaders two weeks prior to implementation of the first module, with additional weekly sessions for employees through the first week of the initial rollout.

- We suggest assessing additional training needs at that time, as the system will be live and we will have feedback from the initial groups who created the training. It may be necessary to schedule additional training with Expert HR Tech for the remaining teams, though it is our hope that the rest of the training can be handled in-house.

### **Next Steps**

Please advise regarding your thoughts on the above recommendations by September 15, which is the day before the next HRIS committee meeting.

- We will need to provide Expert HR Tech with a decision about our preference for implementation (module-by-module or all at once) no later than November 1.
- In order to begin training in advance of implementation, we will need to provide them with our preferred initial training dates by that time as well.

Respectfully Submitted by

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