BLACKBIRD FOR TRAINING

Payroll System Selection and Implementation

4 – 8 January 2027
Cape Town (South Africa)



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Ref: 321498_294649 **Date:** 4 – 8 January 2027 **Location:** Cape Town (South Africa) **Fees:** 4200 GBP

Introduction

In the modern workplace, an efficient payroll management system is critical to an organization's success. This course will guide participants through the essential steps to select, implement, and manage the best payroll system tailored to organizational needs. Participants will explore topics such as analyzing the current situation, preparing requests for proposals, evaluating vendors, and executing a seamless implementation strategy.

By the end of this course, you will gain a comprehensive understanding of payroll systems, their importance, and how they benefit organizations and employees alike. Whether you're implementing advanced payroll systems or updating your current setup, this course equips you with the tools to ensure success.

Course Objectives

Upon completing this course, participants will:

- Understand what a payroll system is and its role in organizational efficiency.
- Identify the different types of payroll systems and evaluate their advantages and disadvantages.
- Analyze the impact of payroll systems on organizational operations and employee satisfaction.
- Develop a comprehensive project plan for implementing a new payroll system.
- Learn how to create a payroll system and ensure smooth integration with existing processes.
- Master the art of vendor selection and contract negotiation for payroll systems.
- Gain hands-on experience in payroll system testing, data mapping, and user training.
- Understand the importance of ongoing system support, continuous improvement, and lifecycle strategies for global payroll systems.

Course Outlines

Day 1: Technology Selection - Setting the Stage

- Defining the purpose of a payroll system and its core functions.
- Conducting a Current Situation Analysis to identify payroll needs.
- Exploring types of payroll systems: Integrated vs. Interfaced.
- Preparing a high-level project plan.
- Understanding payroll system management and its importance.



Day 2: System Selection - Selecting the Vendor

- Preparing a Request for Information and a Request for Proposal.
- Evaluating vendors and understanding popular payroll systems.
- Avoiding common mistakes in vendor selection.
- Negotiating contract terms for implementing payroll systems.

Day 3: System Implementation - Designing the System

- Rebuilding the project plan to accommodate system requirements.
- Installing the technology and conducting a gap analysis.
- Prototyping the payroll management system for testing.

Day 4: System Implementation - Developing the System

- Mapping data elements from the old system to the new one.
- Conducting logical day testing for user acceptance.
- Ensuring payroll system functionality through rigorous testing.

Day 5: System Implementation - Implementing and Supporting the System

- Preparing documentation and training materials.
- Conducting parallel testing and ensuring business continuity.
- Managing payroll system security and controls.
- Establishing escalation procedures and lifecycle strategies for global payroll systems.

Why Attend This Course: Wins & Losses!

- Enhanced Efficiency: Learn how good payroll systems streamline payroll processes, saving time and reducing errors.
- Improved Employee Satisfaction: Understand the benefits of payroll systems to employees, including timely and accurate payments.
- Strategic Insights: Master techniques for analyzing the impact of payroll systems on organizational goals.
- Cost Savings: Implement advanced payroll systems that optimize resources and reduce overhead costs.
- Future-Proofing: Gain skills to adapt to evolving payroll technologies, ensuring long-term success.

Conclusion

This course offers a deep dive into payroll management systems, covering every aspect from selection to implementation and beyond. Participants will leave equipped with the knowledge to make informed decisions, ensuring their organization benefits from an optimized, efficient payroll process.



By mastering payroll system implementation, participants can transform payroll management into a strategic advantage, enhancing both organizational performance and employee satisfaction. Join us to lead your organization toward seamless payroll operations and future success.

