



HR Software Procurement Checklist



Are you feeling uncertain about what lies ahead in the process of implementing HR software? Don't worry, we've got you covered. By adhering to the following steps, you can navigate the implementation process smoothly and ensure a successful outcome for your organization's HR software integration.

1. SET UP PRELIMINARY EVALUATION AND CONSULTATION

Engage in an in-depth assessment of your organization's needs and goals.

Consult with software representatives to understand compatibility and benefits.

Participate in a Discovery Call to align your requirements with the software's capabilities.

Enjoy flexible Sales Support for any queries during decision-making.

2. CONDUCT THOROUGH IMPLEMENTATION PLANNING

Collaborate with experts to set clear project objectives and milestones.

Analyze your workforce's specific needs and data requirements.

Ensure seamless alignment of business goals with the implementation strategy.

3. GET EFFECTIVE ONBOARDING AND TRAINING

Gain access to a comprehensive Learning Hub featuring videos, quizzes, and checklists.

Join a Client Community to engage with peers and share problem-solving strategies.

Benefit from Dedicated Support with real-time assistance from trained professionals.

4. START SYSTEM SET-UP AND EARLY ACCESS

Implement PrimePay HR platform in a fraction of traditional time.

Access your own data within 2-3 weeks of implementation kick-off.

Designate admins to start learning PrimePay HR and contribute to early configurations.

Getting started is simple.

Visit www.primepay.com/software/hr



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5. LAUNCH TRANSITION MANAGEMENT AND COMMUNICATIONS

Provide a customized change management plan for employees, managers, and executives.

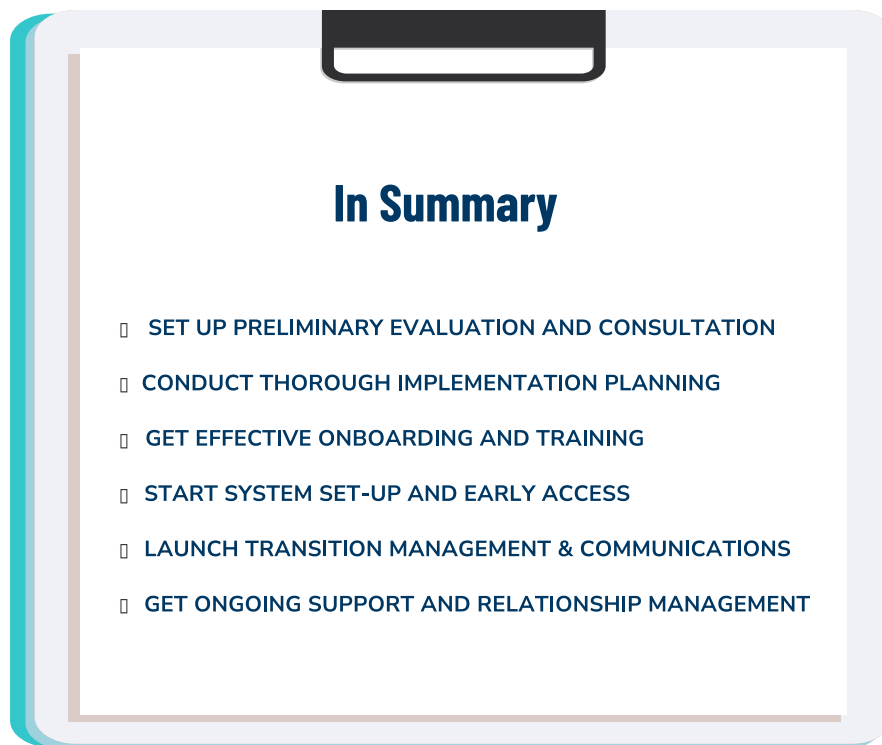
Obtain presentations, documentation, videos, templates, and talking points for a smooth transition.

6. GET ONGOING SUPPORT AND RELATIONSHIP MANAGEMENT

Enjoy the support of a designated Client Representative for regular check-ins.

Engage in Quarterly System Reviews to discuss enhancements and feedback.

Participate in Ongoing Optimization Reviews to address evolving needs.



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