




JANUARY 1, 2019

Standard Phase I HCM Deployment Calendar

September • 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	 Labor Day	3	4	5 Project Kick Off	6	7
8						
9	10	11	12 Planning Meetings	13	14	15
16	17 Diligence	18	19	20	21	22
23	24	25	26	27	28	29
30						



Project Kick Off

- Internal Sales Turnover
- Project Kick Off Meeting
 - Review Project Live Dates
 - Project Kickoff Meeting
 - Project Team Identified
 - Objectives Review
 - Initial Scope Development

Diligence

- Data Migration Plan
- Data Discovery Meeting
- Training Requirements
- Org & Tax Structures
- Reporting Structures
- Capabilities Review

October • 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 System Design	2	3	4	5	6
7	8  Columbus Day	9	10	11	12	13
14	15 System Build	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31  Halloween			



System Design

- Company Set Up
- Payroll Data Conversion
- Demographic Data Conversion
- User Roles

System Build

- Core HR Framework
- Payroll
- Time & Labor Policies
- Transaction Approvals
- System Tables
- Earning/Deduction Accruals




November • 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				System Training →		
4	5	6	7	8	9	10
	Testing →					
11	12	13	14	15	16	17
 Veteran's Day						
18	19	20	21	22	23	24
				 Thanksgiving		
25	26	27	28	29	30	

Testing

- Parallel Payrolls
- Tax Balancing
- Banking/Treasury
- 3rd Party Integrations
 - G/L
 - 401K
- Security
- Performance

December • 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2  Hanukkah Begins	3 Ongoing System Training	4	5 Deployment	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Christmas Eve	25  Christmas Day	26  Kwanzaa Begins	27	28	29
30	31 New Year's Eve					

Deployment

- Core HR Live
- Self-Service Live
- Time & Labor Live
- Payroll Live
- Reporting Live