Archdiocese of Miami Payroll / HRIS Project

AGENDA

10:00 A.M.   **Welcome and Introductions**   *(Lisa Pinto, HR; Margie Pontillo, Finance)*

10:15 A.M.   **Introduction to Paylocity Solution** *(Chris McDonald, Paylocity Account Manager)*

Brief introduction to company and product; high-level presentation on how the product will enhance the processing of employee compensation; the tracking and measuring of accountabilities such as time, attendance, form submission, approvals; and remove some of the manual administrative burden from the bookkeepers and HR staff.

10:30 A.M.   **Demonstration of system/products** *(Chris McDonald, Paylocity)*

Onboarding/HRIS, Web Time, Employee Self-Service, Mobile App

11:30 A.M.   **Introduction to the Implementation Team** *(Conf Call with Paylocity)*

Amanda DiFrancesca, Project Lead; and Steve Kanter, Regional Manager, will describe how they will assign team members to contact you individually and work with you to lead you to the following actions:
1. *Attend Web training sessions*
2. *Validate data*
3. *Remain in communication with your implementation coordinator*
4. *Supply any additional documents needed*
5. *Communicate any challenges to your implementation coordinator*

12:00 P.M.   **Lunch**   *(Provided)*

12:30 P.M.   **Presentation of Details of Implementation Timeline** *(Chris McDonald, Paylocity)*

Details provided on "deliverables" from both sides: Designated Paylocity tasks and Designated Client (your entity) tasks.

Questions from bookkeepers encouraged during this time.

2:30 P.M.   **Wrap-Up**

Individual conversations with Chris McDonald can take place at this time