CONCEPT

HRIS Implementation: HR Information System Selection, Data Migration and Adoption

27 – 31 December 2026
Jeddah - Corniche four-star



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Ref: 347_15672 **Date:** 27 – 31 December 2026 **Location:** Jeddah - Corniche four-star **Fees:** 19500 SAR

Introduction:

HRIS implementation often disappoints when an HR team buys software before agreeing its hire-to-retire processes, loads employee records full of errors, and leaves managers to discover self-service screens on their own. This Core Concept course gives HR technology and HR operations staff a project method for choosing, configuring and launching a human resource information system: mapping HR processes into requirements, comparing HR software vendors, cleaning the employee master record, securing personal data by role, proving payroll results before switch-over and driving self-service use. Participants build an HRIS Project Blueprint for their own organisation.

Course Objectives:

- Map hire-to-retire HR processes and convert them into prioritised HRIS requirements with acceptance criteria
- Evaluate HR software vendors across core HR, payroll, talent, applicant tracking and learning modules using a weighted scorecard
- Design the employee master data model and plan the transfer of employee records, positions, leave balances and pay history
- Decide which HR workflows to configure, simplify or extend, and specify interfaces to payroll, finance and identity systems
- Define HR security roles, test scenarios and payroll parallel-run checks that must pass before the new system goes live
- Plan manager and employee self-service adoption, HR data quality ownership and benefit tracking after launch

Target Audience:

- Managers who lead or sponsor the replacement or upgrade of an HR information system
- HR operations managers who own hire-to-retire processes, employee records and HR service delivery
- Payroll and compensation managers responsible for accurate pay results in a new HR platform
- HR data and reporting managers accountable for employee data quality, dashboards and statutory HR reports
- IT application managers who support HR software, interfaces and user access
- Change and communication managers who prepare managers and employees for new HR self-service tools

Course Outline:

Day 1: HR Technology Landscape and HRIS Readiness

- HRIS, HRMS and HCM Compared: Scope, Terminology and Module Boundaries
- HR Technology Stack Map: Core HR Record, Payroll Engine, Talent Suite, Applicant Tracking and Learning Platform
- Employee and Manager Self-Service Portals and Mobile HR Access
- HR Systems Inventory and Spreadsheet Workaround Audit
- HRIS Readiness Scorecard: Processes, Employee Data, HR Skills and Sponsorship

Day 2: HR Process Mapping, Requirements and Vendor Choice

- Hire-to-Retire Process Maps: Onboarding, Transfers, Leave, Payroll Changes and Exit
- HRIS Requirements Matrix with MoSCoW Priorities and Acceptance Criteria
- HR Software Tender Pack: Scenario Scripts Built from Real Employee Events
- Weighted Vendor Scorecard for Cloud HCM Suites and Specialist HR Point Solutions
- Subscription, Implementation Partner and Total Cost of Ownership Comparison for HR Software

Day 3: Employee Data Model, Configuration and Integrations

- Organisation Structure Design: Legal Entities, Departments, Positions and Reporting Lines
- Employee Master Record Fields, Grades, Pay Elements and Leave Plan Set-Up
- Configure, Simplify or Extend: HR Workflow Approval Chains and Form Design Decisions
- Interface Specification for Payroll, Finance General Ledger Postings and Identity Provisioning with Single Sign-On
- Employee Record Transfer Plan: Data Extraction Templates, Leave Balance Carry-Over and Pay History Loads

Day 4: HR Data Security, Testing and Launch Risks

- Role-Based Access Matrix for HR Administrators, Managers, Employees and Payroll Staff
- Personal Data Protection Controls: Field-Level Visibility, Audit Trails and Retention Settings
- HR Test Scenario Library: New Hire, Promotion, Salary Change, Leave Request and Termination
- Payroll Parallel Run: Gross-to-Net Comparison, Variance Thresholds and Sign-Off
- Launch Readiness Checklist, Stabilisation Support Desk and HR Data Quality Rules

Day 5: HRIS Case Work and Project Blueprint

- AI Features in HR Platforms at Overview: Chat Assistants, Skills Matching and Anomaly Alerts
- Self-Service Adoption Campaign: Manager Briefings, Quick Guides and Usage Tracking
- Case: Multi-Site Services Firm Replacing Spreadsheets with a Cloud HCM Suite
- Case: Hospital Group Payroll Variance Found During Parallel Running
- HRIS Project Blueprint Build: Requirements, Vendor Scorecard, Data Plan, Access Matrix and Benefits Tracker

Skills You Will Gain:

- HR Process Mapping
- HRIS Requirements Prioritisation
- HR Software Vendor Evaluation
- Employee Data Modelling
- HR Interface Specification
- HR Access Role Design
- Payroll Parallel Run Testing
- Self-Service Adoption Planning

Why Attend This Course:

- Leave with an HRIS Project Blueprint that a steering group can approve and a project team can start using
- Challenge HR software demonstrations with scripts built from the organisation's own employee events
- Avoid a first payroll in the new system that pays people wrongly or a launch that managers ignore
- Compare HR technology choices and lessons with HR, payroll and IT peers from other sectors

Conclusion:

A human resource information system pays back only when HR processes, employee data and people are ready for it. The week moves from the HR technology landscape and readiness, through hire-to-retire requirements and vendor choice, to organisation structure, employee records, workflow set-up and interfaces, then into access roles, testing, payroll parallel runs and launch risks. On the final day participants apply the method to two cases, review AI features at overview and complete an HRIS Project Blueprint for their own HRIS implementation.