

MEMORANDUM

Date: March 2, 2020

To: Faculty & Staff

From: Office of Human Resources

RE: New Payroll-HRIS Implementation

It is time for us to further develop the Florida Memorial Way. Florida Memorial University will be transitioning from **Paychex** to **Ultimate Software**, Human Resources Information System (HRIS). We want to reaffirm our commitment to the success of this project and its implementation. Implementing HRIS will be a significant administrative change for us and it requires extensive planning and preparation.

The new system integrates human resources, benefits and payroll operations with a **Live Date of March 13, 2020**. Key benefits of our new HRIS include consistent processes and roles, the ability to leverage training and resources, reduction in duplicate entry, elimination of the legacy system, and improved access and security.

- *One Database* – Eliminates duplicate entry (human error) in various spreadsheets. Supports benefits deductions to payroll, which automates processes and increases accuracy.
- *Self-Service/Mobile Accessible* – User friendly access to personal information and benefits. Managers can easily generate reports. Lastly, training is easy as the software is very simple to use.
- *Consolidated Reports* – Our current system is unable to produce reports requested by management. The HRIS features in Ultimate Software will resolve all these issues.
- *Performance Management* - The HRIS will replace our aging performance management process.

The next few weeks will be very challenging as we move toward standardization and finalizing our new processes. **Training begins tomorrow to help us prepare for a successful implementation.** We ask that you actively and visibly support this HRIS implementation and your HR staff.

In conclusion, Ultimate Software will take the HR function to a whole new level, allowing more time for providing strategic HR initiatives to the leadership team as needed. Thank you for your support. If you have any questions or specific concerns, please do not hesitate to contact us.

With Warm Regards,

Y. Poteau

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Director of Human Resources