



PROFESSIONAL EMPLOYMENT ORGANIZATION (PEO) TRANSITION

Objective: Key strategic priorities were to provide digital solutions to increase productivity and reduce cycle time. Entire HR department and its processes were digitized in alignment with the company's strategic priorities and goals as directed by CEO.

Description: The previous HR Director was contracted with a Professional Employment Organization (PEO) to handle basic HR functions – payroll and benefit administration. All other key HR practices (Time off Requests, Goal Setting, Performance Management, Compensation Planning) were all done on paper or excel sheets.

Scope:

Lead a team of 5, comprised of both internal and external resources. Although I primarily acted in a leadership/project manager role, making decisions, and providing guidance, I was also a working member of the team, completing tasks to keep project moving forward.

Performed a cost-benefit analysis to determine the optimal choice between 3 options

- Adding modules to current system
- Changing to another PEO
- Transition to standalone Human Capital Management System

Participated in Vendor Selection

- Research
- Top 4 selection based on company requirements
- Cost comparison
- Contract Review
- Vendor selection

Implementation -

- Setup of each individual module, mixing out of the box with custom (where available)
- Data lift and shift from old to new systems
- Audit of data for accuracy and completion

Payroll Specific

- Determined payroll cut over date for minimum impact to company and employees
- Set up all required earning and deduction codes for all payroll elements
- Implemented Time and Labor module to allow PTO requests to be requested, approved and accounted for in Payroll

Benefits & Benefit Administration

- Partnered with local broker to find comparable benefit plans for a better price

Summary:

The project took 9 months, saving \$347,000 in benefit costs and 450 hours of manual work annually (employee self-service, 2 payroll systems into one platform, goal setting/performance reviews digitized). All sensitive data was protected by password protected sharing sites and defined user access to transfer and share data. I reduced the risk to the company by eliminating paper-based forms and sharing compensation data through email/spreadsheets.