

# Computer Program Solutions

## QUESTION 5

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# Installation Plan:

## 1. Analyse your Approaches

Gather your team first, then document your present payroll processes. Consider the following:

- **Employee Classifications:** Identify the different employment categories (exempt vs. non-exempt).
- **Pay Frequencies:** Establish distinct pay cycles, such as weekly, for various pay frequencies.
- **Benefits and Expenses:** Be aware of any procedures related to reimbursement or benefit deductions.
- **Input and Coordination of Data:** Whether you manually enter payroll data or connect it with other platforms (like HR or benefits management systems), you must understand the flow of payroll data.
- **Guidelines:** Make the policies linked to payments easily accessible.

## 2. Gather Your Data

- **Legacy Data:** Locate all existing data, such as with the read/write files. Review their accuracy and completeness.
- **Employee Information:** Ensure employees update their details and data.
- **Data Transfer:** Plan how you'll transfer data from legacy systems to the new payroll program (both electronic and paper records).

### 3. Inform Third Parties

- **Benefit Providers:** Coordinate integration steps with benefit providers.
- **Government Agencies and Unions:** Ensure compliance with guidelines and business rules.
- **Banks:** Update banking information for payroll disbursements.

### 4. Get Stakeholder Buy-In

- Identify key team members involved in the implementation.
- Ensure they have the necessary time and resources.
- Consider backfilling their roles during the transition.

### 5. Contingency Measures

- **Backup Systems:** Have backup servers or cloud solutions in case of system failures.
- **Emergency Contacts:** Maintain a list of key contacts for payroll-related emergencies.
- **Disaster Recovery Plan:** Outline steps to recover data in case of natural disasters or cyber incidents.
- **Alternate Payment Methods:** Consider how you'll pay employees if the primary system fails.
- **Regular Testing:** Regularly test your contingency measures to ensure they work when needed.