Planning Ahead for Your Implementation

To ensure a smooth and successful implementation of HR Acuity, it's essential to plan ahead. **Here are some key tasks to consider before our project.**

Your Team

Your team will be guided by a dedicated HR Acuity implementation manager. Start by identifying your main point of contact (POC) who will coordinate meetings and manage deliverables and timelines. Additionally, consider the following roles:

- **Executive Sponsor:** Senior leadership who will own the HR Acuity project and attend certain milestone calls to drive the project forward.
- **Champion:** Primary HR Acuity user who will drive adoption across your organization and make key decisions.
- **Key Stakeholders:** Team members who will use HR Acuity, make configuration decisions, and learn the system.
- **HRIS/IT Support:** Responsible for integrating your HRIS with HR Acuity.
- **SSO Support:** If applicable, for setting up and testing Single Sign-On.
- **Vendor Support:** If integrating with a third-party system, a representative from the external vendor may be needed.

Prepare HRIS Files

Think about the data that needs to flow from your HRIS to HR Acuity.
You'll need three data files:

- **Employee File:** This file will contain standard employee data including employee ID, which will be the unique identifier for the system. You will also be able to add custom fields that will be available for reporting (e.g., age, race, gender, preferred name).
- **Group File:** This file defines your organization structure and hierarchy. (e.g., deptartments, divisions)
- **Location File:** This file identifies the locations in which your employees work and can incorporate specific levels (e.g., country, region, state, town).

Ensure HRIS/IT support is available to pull these reports and place them on our provided SFTP.

Detemine URL

As a SaaS-based system, users will access HR Acuity through a URL or SSO. The default format is clientname.hracuity.net. If you prefer a different format, please let your implementation manager know.

Users

Consider user access and roles within the platform:

- Can users **view each other's cases?**
- Should **all users** have reporting capabilities?
- Which users can have **admin rights** to make changes and provision users?
- Does IT need to see **file upload history and errors?**

Scheduling Meetings

Your implementation manager will set up weekly calls. We recommend scheduling additional internal meetings to review and complete deliverables, complementing the HR Acuity calls.

By planning ahead and considering these tasks, you'll set the stage for a successful HR Acuity implementation. If you have any questions or need further assistance, please contact your account executive. **We look forward to working with you!**