

ABOUT HR21:

HR21 has been a nationwide ADP Consulting Partner for 11 years. HR21 has partnered with over 300 ADP Enterprise clients to implement, upgrade and enhance Enterprise. For more information on HR21's Enterprise services, visit us at www.HR21.com

Service Package:

Enterprise Position Management Implementation

**Scope of Services:**

- Requirements Analysis
- Definition of Position Structure
- Enterprise Table Setup (Position Master Table)
- Population of Positions (Position Master Table)
- Assignment of Employees to Positions
- User Acceptance Testing
- End-User Training
- Move to Production
- Reporting

**Deliverables:**

- Positions Setup in Enterprise
- Employees Assigned to Positions
- End-Users Trained
- Reports Developed

Assumptions:

- No Enterprise Customization
- One Data Source for Conversion of Position Data
- Client Will Provide File with Position Data
- 2 Custom Reports
- One End-User Training Session

Timing:

- 4 Weeks

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