

Preparing for Your HRMS Implementation

A Readiness Guide

A smooth HRMS implementation depends on how prepared your organisation is before the project begins. This guide sets out the information, decisions and documentation our implementation team will need at each stage, so your project stays on schedule from day one.

We share this early, before any contract is signed, so your team has time to gather what is needed without added pressure once a project timeline is running. Whether or not you proceed with gulfHR, this guide is intended to help you plan any HRMS implementation with confidence.

The Implementation Journey

1 Discovery & Scoping Confirm modules, entities and workflows in scope.	2 Data & Configuration Readiness Your team prepares the data and decisions listed in this guide.	3 Build & Testing gulfHR configures the system and validates it against your data.	4 Go-Live Payroll and workflows run live in gulfHR.	5 Post Go-Live Support Ongoing support as your team adopts the system.
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Readiness Checklist by Area

Data and configuration requirements vary by module. The table below highlights what to prepare and when it is typically needed, in enough detail to start planning internally.

Area	What to Prepare	When It's Needed
Organisational Structure	- Legal entities, branches and cost centres - Department and division hierarchy - Reporting lines and job grades	Before kickoff
Employee Master Data	- Personal and employment details for all active employees - National ID / passport / visa and labour card details - Joining dates and current reporting manager - See Appendix A for the full field-level list	Before kickoff
Payroll & Compensation	- Salary structures, allowances and deductions - Pay grades and compensation policy - WPS and bank account details	Structures before kickoff; bank/WPS details before first payroll run
Leave Management	- Leave types and entitlement policy - Carry-forward and encashment rules - Leave approval chain by department	Before kickoff

Area	What to Prepare	When It's Needed
Time & Attendance	- Shift patterns and attendance rules - Biometric or access-control integration details, if applicable	During configuration
Approval Workflows	- Approval hierarchy for leave, payroll changes and ESS requests - Delegation and escalation rules	Before kickoff
Statutory & Compliance	- GOSI and WPS registration details - EOSB / gratuity policy - Emiratization targets, where applicable	Before kickoff
System Access & Roles	- List of system users and role-based access requirements - Employee Self-Service rollout plan	During configuration

Who Should Be Involved

Implementations move fastest when the right people are engaged from the start. We typically work with:

Role	Responsibility
Project Sponsor	Owns the decision on scope, timeline and priorities.
HR Data Owner	Coordinates employee master data, org structure and leave policy.
Payroll Lead	Confirms salary structures, WPS and statutory details.
IT / Systems Contact	Manages system access, integrations and technical questions.

Next Steps

Our implementation team is ready to guide you through each of these areas in more detail, scoped to your entities, workflows and compliance requirements. Speak with your gulfHR representative to discuss what applies to your organisation.

Appendix A: Employee Master Data, Field by Field

Employee master data is the foundation every other module builds on. The fields below are common to virtually any HRMS implementation, organised by category, with a short note on why each one matters. Reviewing this now, before kickoff, is one of the biggest time-savers in the readiness process.

Field	What It Is	Why It Matters
Organisational Placement		
Company / Legal Entity	The legal entity the employee is employed under	Determines which entity's payroll, compliance and reporting rules apply
Division / Business Unit	High-level business grouping	Used for org-wide reporting and access permissions
Department	Team or functional unit	Drives approval routing and cost allocation
Cost Centre	Code used for financial and payroll reporting	Required for finance to allocate payroll cost correctly from day one
Location	Physical work location	Affects work rules, time zones and, in some jurisdictions, statutory entitlements

Field	What It Is	Why It Matters
Grade / Job Level	Job or pay grade	Often drives compensation bands and approval limits
Job Family	Functional job grouping	Used for workforce reporting and career-path configuration
Job Title	Employee's job title	Displayed across the system and on payslips/letters
Reports To	Employee ID of the direct manager	Builds the approval hierarchy for leave, expenses and other workflows
Personal & Identity		
Employee ID	Unique identifier for the employee	Primary key referenced by every other record and transaction
Full Legal Name	Family and given name, as per official ID	Must match legal documents for payroll, visa and statutory filings
Title	Mr / Mrs / Ms	Used in formal correspondence and payslips
Work Email	Employee's work email address	Used for system notifications and self-service access
Gender	Male / Female	Required for certain statutory and benefits calculations
Date of Birth	As per official ID	Drives age-based eligibility (e.g. retirement, certain benefits)
Nationality	Country of citizenship	Affects work authorisation, statutory contributions and reporting
Marital Status	Single / Married / Divorced	Used for benefits enrolment and certain statutory entitlements
Employment Details		
Statutory / Tax Jurisdiction	Country or authority under which the employee is taxed and reported	Determines which statutory rules and filings apply to this employee
Visa Sponsor / Employing Entity	The legal entity sponsoring the employee's work visa or permit	Organisations often model themselves as one company in the HRMS, but in reality sponsor employees under several legal entities. Capturing this lets payroll and disbursement files be split and generated separately per sponsor, even when everything else runs under one consolidated setup
Start Date	Date employment began	Anchors probation, leave accrual and service-based entitlements
Contract Status	Permanent / Fixed Term / Probation	Drives which policies and workflows apply to the employee
Payroll Processing Status	Flags whether the employee is included in payroll runs	Prevents incorrect payments to employees on leave without pay, notice, etc.
Time & Attendance Tracking	Whether the employee is tracked via clock-in/out	Determines if attendance data feeds into payroll calculations
Compensation & Payroll Setup		
Basic Salary	Core salary figure before allowances/deductions	The foundation for most allowance, deduction and statutory calculations
Currency	Currency the employee is paid in	Critical for multi-country or multi-currency payroll setups
Payroll Calendar	Pay cycle assigned to the employee	Determines when and how often the employee is paid

Field	What It Is	Why It Matters
Termination / Severance Policy	The end-of-service or severance rule applied	Every jurisdiction has some form of this; getting it wrong is a common source of disputes
Pension / Retirement Scheme	Whether the employee is enrolled in a pension or retirement scheme	Often mandatory for certain nationalities or contract types
Payment Method	How the employee is paid (bank transfer, cheque, etc.)	Determines which downstream fields (e.g. banking) are mandatory
Home Airport / Ticket Entitlement	The employee's designated home location for periodic flight entitlements	Many labour laws require employers to fund periodic flights home for relocated employees. Capturing this lets the system calculate and schedule ticket values automatically instead of tracking them manually
Banking Details (required for electronic payment methods)		
Bank Name	Employee's bank	Required by most payroll disbursement systems, including national wage protection schemes
IBAN / Routing Details	International bank account number, or local equivalent (routing/sort code)	Format varies by country; this alone is sufficient to process most electronic payroll runs, so it's worth keeping data collection to what's actually needed
Passport & Visa Documents (Optional, but Recommended)		
Passport Number	Employee's passport number	Required for visa processing and certain statutory filings
Passport Expiry Date	Expiry date of the passport	Enables automated renewal reminders ahead of expiry
Visa Number	Employee's work/residence visa number	Required for compliance checks and audits
Visa Type	Employment / residence / dependent, etc.	Affects work authorisation and certain entitlements
Visa Expiry Date	Expiry date of the visa or work permit	Enables automated renewal reminders and helps avoid compliance lapses

A note on Passport & Visa Documents: these fields aren't required to go live, but organisations that load them get two things a spreadsheet can't easily give them, automated reminders before documents expire, and a single, structured record instead of a separate tracker maintained outside the system.

gulfHR is the enterprise HR and payroll platform for complex GCC workforces. Verify country-specific statutory requirements against the relevant national authority for your own entities and employee categories.