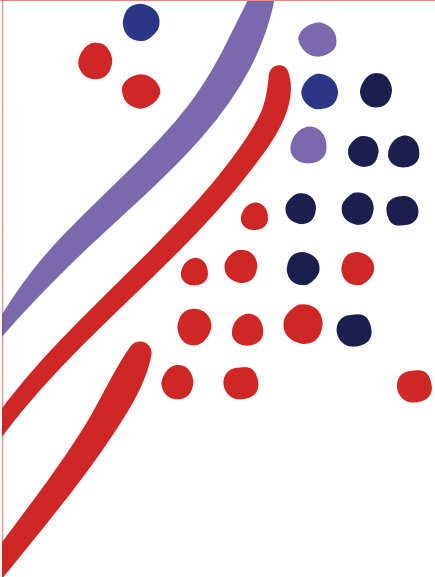


Payroll Implementation Guide



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You've chosen a new payroll system or provider and set a start date. It's time to start preparing for implementation. Whether you are a small company with fairly simple payroll system, a large, multinational company with a full-scale integrated HCM solution, or somewhere in between, the fundamentals of implementation planning are the same.

Five Key Areas of Implementation Planning

Preparing properly for your payroll implementation can help ensure that the process goes more smoothly. This guide will help you assemble the right team, gather the right data, and put the right technology in place for a successful implementation.



1 Analyze and Document Your Processes

Document your processes, from beginning to end. Clearly defining the full scope of your payroll process will help you and your payroll provider ensure that every step is covered.

Items to identify:

- Different employee classifications (exempt vs non-exempt)
- Different pay frequencies
- Reimbursement for expenses, if done through paychecks
- Benefits deductions
- Data entry and systems integration: Do you enter payroll information manually, or do other system(s) feed your payroll system, including benefits and HR systems?

Policies to have on hand:

- Attendance
- Paid and unpaid time off
- Commission and bonus pay



Opportunity:

Use this switch as a chance to evaluate your current processes, identify redundancies or suboptimal processes, and refine your payroll operations.

You may also want to consider an integrated HR system or full-service payroll and HR administration at this time.

2 Gather Your Data

- Find out where all of your legacy payroll and HR data is stored.
- Review your current data and verify its accuracy.
- Have employees update their personal information.
- Map legacy data transfer to the new system: electronic and paper records, from in-house systems and vendors or payroll providers.



Opportunity:

If your historical data was difficult to obtain, take the time to ensure that your new process accounts for secure storage of data for the correct length of time for compliance and to support your operations going forward.

If your employees don't have self-service access to update their own personal information, now is your chance to select a payroll provider that offers employee self-service.

3 Inform Third Parties

Benefit providers – Start planning the necessary integration steps with your benefits providers.

Government agencies and unions – Make sure the new provider offers integration of applicable guidelines and business rules.

Banks – You will need to update banks that you draw your payroll from.

4 Get Stakeholder Buy-In

Converting to a new payroll system requires up-front work, as well as ongoing support. System changes are easier to implement when you have the support of your employees and leadership.

Step 1: Identify who will be involved in preparing for the change, and make sure they have the time to do the job right. Prepare to backfill their roles while they work on the implementation.

Step 2: Identify who will administer the new payroll process and bring them in on the planning and implementation to obtain their buy-in and train them on their new responsibilities.

Step 3: Identify project leads in your organization and at your provider. Establish good communication between the teams and set expectations and timelines.

Step 4: Schedule training for your administrators and employees on the new system.



Tip:

Contract for ongoing support at the level you are comfortable with. Many payroll providers offer some type of 24/7 access via chat or helpline.

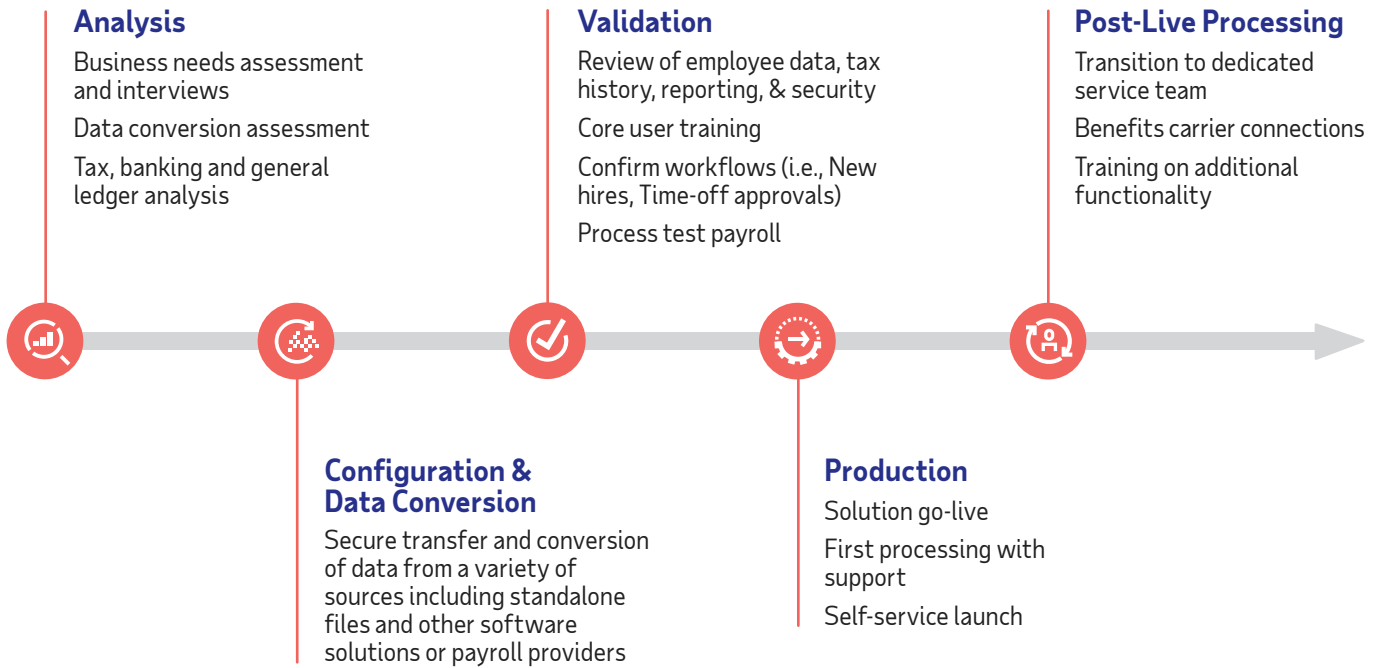
5 Prepare Your Infrastructure

Be clear whether you have the infrastructure needed to implement the new payroll system, as well as new software or hardware requirements.

Ask vendors for requirements and have your IT team check them. Although your preferred solution may require updates or expenditures for hardware and software, systems integrations and improved process efficiencies may be worth the investment and can quickly pay off.

If you choose a payroll solution that offers enhanced features, like integration with time-tracking for example, you will need to plan for system integration in your implementation timeline.

Sample Implementation Timeline



Your implementation was a success! Now what?

If integration of payroll with HR and workforce management might be right for your business, visit [ADP.com](https://www.adp.com) to explore our full range of scalable, integrated solutions for every business size.



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