



Payroll Software Implementation & Migration Toolkit

**A practical guide to switching payroll
systems with confidence**

Migrating to a new payroll system can feel high-stakes. Payroll impacts employee compensation, tax compliance, and financial reporting, which makes accuracy essential.

The good news is that with a structured approach and proper validation, payroll migrations can be completed smoothly and safely.

This toolkit helps you:

- assess your readiness for a payroll system migration
- understand the key stages of a payroll transition
- visualize a typical migration timeline
- track progress with a structured checklist

Feel free to use it as a planning tool to organize your payroll migration step by step.



Payroll Migration Readiness Assessment

Before starting a payroll migration project, it is helpful to evaluate your organization's readiness.

For each statement, check the ones that reflect your situation.

Payroll Data

- Employee compensation data is centralized and accessible
- Payroll history and records are well organized
- We know where payroll-related data currently lives (payroll system, spreadsheets, accounting software)

Payroll Operations

- We understand our current payroll calculations and rules
- We have documented deductions, taxes, and benefits rules

Organization

- A payroll migration owner has been identified
- Finance or accounting stakeholders are involved
- We have considered how payroll continuity will be maintained during the transition

Your Score

Count the number of boxes checked.

0-3 → Early exploration

You may still be evaluating payroll systems.

4-7 → Preparing for migration

You are starting to structure your payroll transition.

8-10 → Ready to migrate

Your organization is well prepared to start the migration process.

Payroll Migration in 5 Key Steps

A payroll migration typically follows five structured stages.

1

Review payroll data

Analyze employee compensation records, deductions, tax settings, and payroll history.

2

Define payroll configuration

Set pay schedules, earning types, deductions, tax rules, and integrations.

3

YTD import and parallel run

Export, import and validate year-to-date data, parallel run and system testing.

4

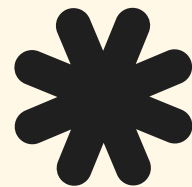
Configure integrations

Connect payroll with HR, accounting, and benefit systems.

5

Go live and validate

Run the first official payroll cycle in the new system.



Typical Payroll Migration Timeline

Payroll migrations are usually completed within a few payroll cycles.

Phase	Typical Duration
Payroll data review	1-2 weeks
Payroll configuration	1-2 weeks
Test payroll runs	1-2 payroll cycles
System validation	1 week (between the 1st and 2nd payroll run)
Go-live preparation	1 week (between the 1st and 2nd payroll run)

Typical total timeline: 4-5 weeks



Actual timelines vary depending on payroll complexity, company size, and regulatory requirements.

Payroll Migration Checklist

You can use this checklist to track the payroll migration process.

1. Define Payroll Migration Scope

- Identify all payroll data sources (payroll system, spreadsheets, accounting tools)
- Identify payroll components to migrate (earnings, deductions, taxes, benefits)
- Confirm reporting and compliance requirements
- Identify integrations with accounting or HR systems

Notes

Migration Owner:

2. Review and Clean Payroll Data

- Verify employee compensation records
- Review payroll deductions and benefit contributions
- Confirm employee tax information
- Review year-to-date payroll balances

3. Configure Payroll Settings

- Configure payroll schedules and pay cycles
- Define earnings types and compensation rules
- Configure deduction rules
- Configure tax settings and compliance rules
- Set up integrations with accounting systems if applicable

4. Prepare Payroll Data Mapping

- Export payroll data from the current system
- Map earnings types (salary, bonus, overtime)
- Map deductions (benefits, retirement contributions, etc.)
- Map tax fields and regulatory reporting information

5. Validate Payroll Data

- Confirm employee compensation details
- Validate tax settings and deductions
- Verify employee pay groups and schedules
- Confirm year-to-date payroll balances
- Validate payroll reporting configuration

6. Run Parallel Payroll Tests

- Run payroll calculations in the new system
- Compare payroll results with the existing system
- Validate tax calculations and deductions
- Confirm net pay accuracy
- Resolve discrepancies before go-live

7. Verify Integrations

- Validate HR system integrations
- Confirm accounting system integration
- Test payroll export files or reports

8. Prepare Internal Communication

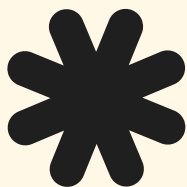
- Inform employees about the payroll system change
- Confirm payroll processing dates
- Provide guidance for accessing pay information
- Identify payroll support contacts

9. Go Live

- Final payroll data migration completed
- Employee payroll profiles verified
- Payroll processing confirmed
- First payroll run completed successfully

10. Post-Migration Review

- Validate payroll reports
- Confirm compliance reporting accuracy
- Collect feedback from payroll administrators
- Identify system optimizations

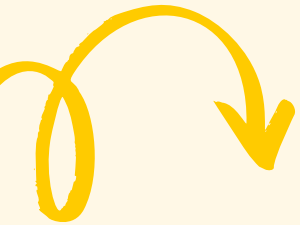


What makes payroll migration manageable today

Modern payroll platforms simplify migration thanks to:

- ✓ guided implementation support
- ✓ automated tax configuration
- ✓ integrated payroll reporting

With proper validation and preparation, payroll migration can be completed smoothly without disrupting payroll operations.



Ready to modernize your payroll operations?

A structured payroll migration helps improve accuracy, streamline payroll processing, and ensure compliance.

Book a demo to see how your Folks Payroll migration could work in practice!

[Book a demo!](#)

