

COMPANY PAYROLL IMPLEMENTATION CHECKLIST

Payroll Setup Checklist

Company Name:

Implementation Lead:

Target Go-Live Date:

Payroll Provider:

PHASE 1: INITIAL REGISTRATION & TAX SETUP

Done	Task Description	Assigned To	Target Date	Completion Date
☐	Obtain Federal Employer Identification Number (FEIN)			
☐	Register for State Income Tax Withholding (SIT) ID			
☐	Register for State Unemployment Insurance Tax (SUI) ID & obtain SUI rate			
☐	Register for local tax jurisdictions (if applicable)			
☐	Establish and link corporate bank account for payroll funding			

PHASE 2: PAYROLL SYSTEM CONFIGURATION

Done	Task Description	Assigned To	Target Date	Completion Date
☐	Define pay frequency (weekly, bi-weekly, semi-monthly, monthly)			
☐	Establish pay period start, end, and check dates calendar			
☐	Configure pay types (salary, hourly, overtime, commission, bonus)			
☐	Configure benefits & pre/post tax deductions (health, 401k, HSA)			
☐	Set up accrual policies for Paid Time Off (PTO), sick time, and vacation			

Done	Task Description	Assigned To	Target Date	Completion Date
☐	Map general ledger (GL) accounts to payroll chart of accounts			

PHASE 3: EMPLOYEE ONBOARDING & DATA ENTRY

Done	Task Description	Assigned To	Target Date	Completion Date
☐	Collect completed W-4 Forms (Federal withholding)			
☐	Collect completed State Tax withholding forms			
☐	Verify Form I-9 Employment Eligibility Verification for all active staff			
☐	Gather employee direct deposit authorization forms & voided checks			
☐	Enter complete employee profile data into the system			
☐	Input year-to-date (YTD) historical earnings if transitioning mid-year			

PHASE 4: TESTING & VERIFICATION

Done	Task Description	Assigned To	Target Date	Completion Date
☐	Perform parallel run comparison with legacy payroll system			
☐	Verify net pay and tax withholding accuracy against manual calculations			
☐	Test automated bank ACH file generation and direct deposit timing			
☐	Verify employee portal access and login flow for pilot group			

PHASE 5: GO-LIVE & POST IMPLEMENTATION

Done	Task Description	Assigned To	Target Date	Completion Date
☐	Process first live payroll run			
☐	Verify payroll funding debit completes successfully from corporate bank			
☐	Submit new hire reporting file to the state registry			

Done	Task Description	Assigned To	Target Date	Completion Date
☐	Establish ongoing payroll processing routine and calendar deadlines			

APPROVALS

Implementation Lead Signature:

Date: _____

Executive Sponsor Approval Signature:

Date: _____