

INITIAL PAYROLL INTEGRATION CHECKLIST

Payroll Setup & System Onboarding Template

COMPANY NAME

FEDERAL EIN

STATE & LOCAL TAX IDS

TARGET GO-LIVE DATE

INTEGRATION LEAD / COORDINATOR

CURRENT PAYROLL PROVIDER

1. REGULATORY & COMPLIANCE FOUNDATION

TASK / ACTION ITEM	ASSIGNED TO	DUE DATE	NOTES
☐ Verify Federal EIN and State Tax Registrations			
☐ Obtain State Unemployment Insurance (SUI) tax rate			
☐ Collect signed Powers of Attorney (POA) for tax filing			
☐ Establish corporate payroll bank account & ACH limits			

2. SYSTEM SETUP & DATA MAPPING

TASK / ACTION ITEM	ASSIGNED TO	DUE DATE	NOTES
☐ Define pay groups, pay frequencies, and work calendars			
☐ Map General Ledger (GL) accounts to payroll codes			
☐ Configure earnings, deductions, and reimbursement codes			
☐ Set up PTO accrual policies and tracking rules			

3. EMPLOYEE DATA MIGRATION

TASK / ACTION ITEM	ASSIGNED TO	DUE DATE	NOTES
☐ Extract employee master files from legacy system			
☐ Verify W-4/W-9 details, SSNs, and addresses			
☐ Input year-to-date (YTD) historical payroll balances			

TASK / ACTION ITEM	ASSIGNED TO	DUE DATE	NOTES
☐ Collect and input Direct Deposit routing details			

4. QUALITY ASSURANCE & PARALLEL RUNS

TASK / ACTION ITEM	ASSIGNED TO	DUE DATE	NOTES
☐ Execute parallel payroll run alongside legacy system			
☐ Reconcile variance reports (net pay, taxes, deductions)			
☐ Verify GL journal entry export and bank transmission files			
☐ Obtain formal executive sign-off for system transition			

INTEGRATION MANAGER SIGNATURE DATE

HR / FINANCE DIRECTOR APPROVAL DATE