

# Switching from ADP: checklist

## 1. Before you talk to vendors

- ☐ Find your contract's renewal date and notice period.
- ☐ List the two or three problems you need the new platform to solve.
- ☐ Confirm who can export your data and in what format.
- ☐ Agree a budget for three years, including implementation.

## 2. ADP-specific steps

- ☐ Check your ADP agreement for the termination notice period, often 60 days or more.
- ☐ Switch at January 1 or a quarter start so W-2s and quarterly filings come from one provider.
- ☐ Request year-to-date payroll registers and tax filings in a format your new provider can import.
- ☐ Run at least one parallel payroll before the cutover.

## 3. Alternatives to shortlist

- ☐ Paylocity: The most frequent switch for mid-sized companies that want a more modern employee experience with comparable payroll depth.
- ☐ Paycom: Appeals to companies that want one database for HR and payroll and employees who run their own payroll checks.
- ☐ Paychex Flex: A like-for-like move for teams that want a large provider with phone support but a different service model.
- ☐ Rippling: For tech-forward companies that want HR, payroll, devices, and apps in one system with strong automation.

## 4. Vendor scorecard

- ☐ Same demo script for every vendor: new hire in a new state, off-cycle payroll, time-off approval, CFO report.
- ☐ Total three-year cost with renewal cap in writing.
- ☐ Two references at your size.
- ☐ Implementation plan with named contacts and dates.

## 5. Cutover and parallel payroll

- ☐ Go live at a quarter or year start.
- ☐ Import year-to-date payroll and tax totals.
- ☐ Run at least one parallel payroll and reconcile to the cent.
- ☐ Re-verify bank details and tax forms for every employee.
- ☐ Check state final pay and new hire rules for every state you pay in.

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