Switching from Paycom: 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. Paycom-specific steps

- [ ] Plan 8 to 12 weeks, starting at a quarter or year boundary.
- [ ] Export payroll history, tax filings, and time data.
- [ ] Rebuild custom reports and approval workflows.
- [ ] Communicate the change to employees who are used to approving their own paychecks.

3. Alternatives to shortlist

- [ ] Paylocity: Similar mid-market scope with built-in engagement and communication tools.
- [ ] Paycor: Built for frontline-heavy mid-sized employers, now part of Paychex.
- [ ] ADP Workforce Now: Deep compliance support for companies in many states.
- [ ] Dayforce: Continuous payroll and workforce management for complex hourly operations.

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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