

Switching from Rippling: 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. Rippling-specific steps

- ☐ Start the switch at a quarter or year start, so payroll tax filings stay clean with one provider per quarter.
- ☐ Export employee, compensation, and device records before your contract ends; access to the IT layer stops with it.
- ☐ Map your app provisioning rules if you used Rippling IT, because they won't carry over to an HR-only system.
- ☐ Plan benefits timing around open enrollment, especially if you're moving to or from a PEO.

3. Alternatives to shortlist

- ☐ Gusto: The most common move for small US teams that want simpler, published pricing and don't need Rippling's IT features.
- ☐ BambooHR: A better fit when people experience matters more than automation, and you're happy to run payroll alongside a friendly core HRIS.
- ☐ HiBob: Strong for culture-focused companies with employees in several countries that want a modern HRIS without the IT layer.
- ☐ Paylocity: Suits companies past 100 employees that want mid-market payroll depth, built-in engagement tools, and dedicated service.

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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