



Excel Migration Checklist

Safely move from spreadsheet payroll to an automated payroll system

Pre-Migration Preparation

- Current payroll process documented
- Salary components standardised
- Statutory rules and assumptions identified
- Common payroll errors listed

Data Mapping & Cleansing

- Employee master data cleaned
- Salary structures validated
- Statutory categories verified
- Duplicate or outdated records removed

System Configuration

- Payroll rules and policies configured correctly
- Statutory rates and caps validated
- Attendance and leave rules aligned
- User roles and approval flows defined

Parallel Payroll Runs

- Manual payroll run completed
- Automated payroll run completed
- Results compared line by line
- Differences analysed and resolved

Formula & Logic Validation

- Net pay calculations verified
- Statutory deductions cross-checked
- Edge cases tested (leave, overtime, bonuses)

User Training & Go-Live

- HR and finance users training materials
- SOPs documented
- In-app guidance and AI support enabled
- Final sign-off before live payroll

