

checklist

What to Know Before Buying HR and Payroll Solutions

Keep this checklist handy to help you identify the best choice for your business, drive a smooth implementation experience, and accelerate a return on your investment.

What Are Your Unique Organizational Needs?

The right solution should not only meet your business's unique needs and goals today but also be able to scale to meet your needs and goals of tomorrow. Ask key stakeholders these questions:

- What's your organization's size?**
- What unique needs do your full-time, part-time, salaried, hourly, contract, and other employee types have?**
- What are your biggest compliance risks and challenges?**
- Will you need to support remote workers?**
- What is your budget?**
- Do you have any other unique needs specific to your industry?**

How Do Your Options Compare?

As you prepare to compare your options, ask questions about how they operate, how they integrate, and capabilities that uniquely match your business needs. Keep these points in mind:

- How does this solution evolve and scale to keep up with your changing needs?
- What capabilities help you keep employees connected, informed, and engaged from anywhere?
- How user-friendly is the experience for administrators and end users?
- Does the solution take a mobile-first approach, maximizing accessibility and efficiency?
- How seamless is the integration with other business platforms you use?
- What expertise and proactive features help you keep up with ever-changing and complicated regulatory compliance?

What Sets the Providers Apart?

Not all providers are created equal. Look for a company that offers a partnership beyond implementation to walk alongside you. Evaluate potential providers based on:

- How much experience does the provider have with companies in your industry and of your workforce make-up and size?
- How does the company demonstrate they understand your people-focused goals on their own?
- How is this provider uniquely prepared to grow and change with you?
- What does the implementation process look like, and how do they take a client-focused approach?
- What is their track record for resolving issues effectively, and what do their current and past clients have to say?
- What options for support does the provider offer, including live help, training, and on-demand resources?