



Employee Managed Services

PAYROLL TRANSFORMATION TESTING

Readiness Checklist

What to confirm for implementation and upgrade testing before production release.

Payroll change is safe when testing proves both accuracy and operational readiness. Use the four areas below for new implementations and upgrade support. Gaps should be logged as testing actions, not carried into cutover without an agreed risk decision.

The transformation testing checklist

Strategy and Coverage

- ✓ Scope, objectives and entry criteria agreed.
- ✓ Implementation or upgrade impacts assessed.
- ✓ End-to-end scenarios and owners defined.
- ✓ Exit criteria and approval path confirmed.

Environment and Test Data

- ✓ Configuration and integrations available.
- ✓ Representative test data prepared securely.
- ✓ Roles, access and calendars validated.
- ✓ Baselines and expected results documented.

Execution and Defect Control

- ✓ Unit, system and integration tests completed.
- ✓ Parallel and regression results reconciled.
- ✓ Exceptions and negative scenarios tested.
- ✓ Defects prioritized, retested and closed.

Cutover and Evidence

- ✓ Business acceptance formally recorded.
- ✓ Controls and reports validated.
- ✓ Audit evidence and results retained.
- ✓ Rollback, hypercare and support plans ready.

You are ready when



Critical Scenarios Pass

Core payroll and exception paths work end to end.



Results Reconcile

Net pay, taxes, deductions, and postings agree.



Release is Approved

Risks, defects, and cutover decisions are signed off.

Need confidence before go-live? EMS can shape the testing strategy, support execution, and provide independent payroll assurance.

Payroll, Your Way.