

Planning For Paylogix Implementation Checklist

Required checklist for Paylogix Implementation Lead & Organization's HR, IT, & Payroll representatives (includes third-party payroll system or HRIS representatives if applicable).

Managing Payroll Deductions

- Will Paylogix be integrating with the client organization directly or with a third-party such as a payroll vendor?
- Payroll schedule for the calendar year.

Employee Census Eligibility Data

- Will Paylogix be receiving this data from the client organization directly or from a third party such as an outsourced HRIS?
- Determine the unique identifier.

Confirming Payroll Deductions and premium remittance

- Will Paylogix be receiving this data from the client organization directly or from a third party such as a payroll vendor?
- Corresponding premium remittance method and frequency.

It is expected that remittance files confirming deductions withheld match the funds remitted for the corresponding pay period.

Common Remitter® Service Agreement

- Please also provide any of the client organization's vendor registration or additional documentation requested of Paylogix.