



Payroll, HR & Benefits

4 Steps to Switching Payroll Providers

Switching is easier than you think. Here's how we get you up and running in four simple steps.

1

Pick your start date

2

Share your info

3

We handle the setup

4

Run your first payroll

Switching payroll providers is easier than you think.

Let's face it, nobody gets excited about switching payroll providers. Many business owners put up with poor service for years because they assume making a change will be a big, complicated project.

The good news? It doesn't have to be.

At Highflyer, we handle the heavy lifting so you can keep running your business. Here's how we get you up and running in four simple steps.

1

Pick Your Start Date

"When's the best time to switch?"

Whenever you're ready.

You can switch payroll providers at any point in the year, and your payroll history comes with you. Once you choose a start date, we'll build the transition plan around it.

Many companies prefer to switch at the beginning of a quarter to keep things simple, but mid-quarter transitions work just fine, too.

Most transitions take just a few weeks, and much of that time is spent with our team working behind the scenes while you focus on your business.

2

Share Your Info

"How much information do I need to gather?"

Less than you might think.

We'll need some basic information about your company, including tax account numbers, banking details, pay schedules, deductions and benefits.

We make this easy with a simple online form that walks you through everything, one screen at a time. You can save your progress and come back whenever you're ready.

And if you can give us access to your current payroll system, we'll pull your employee information and payroll history ourselves. That means less paperwork and less manual data entry for you.

3

We Handle the Setup

"Who's actually setting everything up?"

A real person, with a name and a phone number.

You'll work directly with a dedicated implementation specialist who handles the setup and makes sure everything is ready before your first payroll.

Here's what we take care of:

- Import your employees, pay items and deductions
- Set up your tax accounts and coordinate with tax agencies
- Transfer and reconcile your year-to-date payroll and tax information
- Train you and your team on the new system

Before going live, we'll walk through everything together to make sure your account is set up the way you need it.

4

Run Your First Payroll

"What happens when it's time to pay everyone?"

We'll be right there with you.

Your implementation specialist will guide you through your first two payrolls, answering questions and making sure everything runs smoothly. By the third payroll, you'll already know your way around.

Your employees will also have online access to their pay stubs, W-2s and PTO balances, so you can spend less time tracking down paperwork.

And when you're ready, you can add time tracking, HR, onboarding and benefits tools, all within the same system.



READY TO MAKE THE SWITCH?

Switching payroll providers shouldn't feel like another full-time job.

With the right team handling the transition, it's a lot simpler than you might expect.

We'd love to show you how easy the process can be.

Speak with a Highflyer payroll specialist about making the switch.

Schedule a Conversation

www.highflyerhr.com/get-started/

1

Pick your start date

2

Share your info

3

We handle the setup

4

Run your first payroll