

HCM Migration Guide

How to switch from Paycom, ADP, or Workday without losing a single data point.

The migration cost most teams forget

Legacy HCM contracts auto-renew 60–90 days before term end. Most teams discover the renewal window after it closes — locking them in for another 12–36 months.

Average switching cost when planned: \$0–\$15K. When unplanned: \$80K+ in parallel-running fees.

Phase 1 — Discovery (Weeks 1–2)

- Inventory every integration touching your current HCM (payroll, GL, benefits carriers, 401k, time clocks, badge systems, BI).
- Export 3 years of historical data: time entries, payroll registers, W-2s, benefits elections, performance reviews, training records.
- Document custom approval chains, accrual rules, and tax setup per jurisdiction.
- Confirm contract terms — renewal date, data-export rights, off-boarding SLA.

Phase 2 — Data Mapping (Weeks 3–4)

- Map employee identifiers (SSN, EIN, employee number) 1:1 across systems.
- Reconcile cost centers, departments, GL codes, and pay codes. Most discrepancies surface here.
- Validate YTD earnings, deductions, and tax withholdings to the penny — this is non-negotiable for mid-year migrations.
- Establish a single source of truth for the cutover (usually the new HCM after parallel run).

Phase 3 — Parallel Run (Weeks 5–8)

- Run both systems in parallel for 2 full pay cycles.
- Reconcile gross-to-net at the employee and aggregate level.
- Test every integration in a sandbox before production cutover.
- Train managers and employees on the new system in waves.

Phase 4 — Cutover & Decommission (Weeks 9–12)

- Final data migration on a non-payroll weekend.
- Freeze the legacy system to read-only and retain access for 7 years (records retention).
- Cancel legacy contract per the off-boarding clause — get written confirmation.
- Run a 30-day post-cutover audit on every payroll, tax filing, and benefit deduction.

Common pitfalls to avoid

- **Mid-quarter migration** — always cut over at quarter-end to simplify tax filings.
- **Skipping the parallel run** — short-term cost savings, long-term audit nightmare.
- **Forgetting badge / time-clock hardware** — Paycom/ADP-branded clocks won't work on competitor systems.
- **Underestimating change management** — train managers FIRST; they're your force multiplier.

How SmartClock Pro reduces migration risk

Dedicated migration engineer assigned for the full 12-week window.

Pre-built importers for ADP, Paycom, Workday, BambooHR, Gusto, Paychex, and UKG.

Parallel-run sandbox included — no extra license cost during transition.

Guaranteed gross-to-net reconciliation at cutover, or we eat the variance.

Ready to talk? Visit smartclocksystems.com or request an Enterprise Demo.