Companion Payroll Readiness Checklist

Use this checklist with payroll, human resources, finance, technology, and the implementation partner. Assign a named owner and retain evidence for each item. Mark an item complete only after review. Document and approve any item considered not applicable. Districts should consult appropriate specialists and advisers regarding applicable payroll, labor, and reporting obligations.

District: _____ First Oracle Fusion Cloud Payroll pay date: _____

Readiness coordinator: _____ Review date: _____

1. Verify accurate pay

☐ Approve the district pay rules and contractual requirements used to determine expected results. Have district specialists independently calculate or validate those results.

☐ Confirm employee records, pay rates, assignments, deductions, and converted year-to-date balances before payroll comparisons. Include all applicable payroll balances required for the implementation.

☐ Test 10-, 11-, and 12-month arrangements, including summer distributions where applicable; multiple jobs and applicable overtime; substitutes; and summer assignments.

☐ Test stipends, late time submissions, paid and unpaid leave, missed or catch-up deductions, step increases, retroactive pay, hires, terminations, and rehires.

☐ Validate individual calculations, payroll interfaces and integrations between systems, complete transactions across departments, and district users' ability to perform their work.

☐ For each scenario, record starting data, applicable rule, expected result, actual result, evidence, and district reviewer.

☐ For parallel payroll, align employee populations, pay dates, approved transactions, and starting balances. Agree comparison criteria before testing.

☐ Compare results by employee and earning or deduction category, as well as district totals. Investigate differences without assuming the old system is correct.

☐ Give each issue an owner and resolution date. Correct and repeat affected tests; document and approve accepted differences, including rounding.

☐ Run enough payroll comparisons to show repeatable results. Include consecutive periods for balance carryforward and scenarios requiring retroactive calculations.

2. Demonstrate an on-time payroll cycle

☐ Publish submission cutoffs, approvals, processing deadlines, dependencies, and responsible staff for every department.

☐ Rehearse the full cycle through payment preparation, accounting, and applicable reporting. Record elapsed time and demonstrate that required deadlines can be met.

☐ Reconcile approved payroll results with payment outputs. Test checks, reversals, rejected direct deposit payments, and corrections as applicable.

☐ Prevent test environments from transmitting real payments or filings. Keep live payments within the authorized production process.

3. Confirm staff and backup readiness

☐ Create and rehearse a payroll playbook covering inputs, settings, approvals, validation reports, payment and accounting outputs, and regular and off-cycle payroll.

☐ Include exception handling, escalation contacts, and approved recovery steps. Record why key settings and controls are required.

☐ Have district staff lead rehearsals with partner support available. Have a trained backup payroll administrator complete the payroll cycle using the playbook.

☐ Test late time submissions, a missed stipend, a rejected payment, and other likely exceptions. Record corrections, approvals, and recovery actions.

☐ Protect staff capacity for testing and training. Confirm primary and backup coverage for critical tasks.

4. Prepare employees and support teams

☐ Prepare employee instructions covering pay dates, time submission deadlines, pay statement access, changes employees will see in their pay statements, and where to get help.

☐ Prepare school office staff and managers to answer routine questions and route pay concerns to named owners.

☐ Coordinate appropriate union engagement and communications with labor-relations and legal teams.

☐ Use sample questions and pay errors to rehearse support. Confirm urgent escalation, employee updates, and coverage for the first live payrolls.

5. Assemble evidence for the launch decision

☐ Have the finance team reconcile earnings, employee deductions, employer contributions, liabilities, and payroll expenses with the appropriate accounting outputs.

☐ Validate school, fund, and grant allocations, effective dates, and entries reaching the general ledger. Retain evidence of review at each checkpoint.

☐ Test access permissions and approval routes. Resolve critical issues and document the impact and treatment of remaining issues.

☐ Confirm the transition plan, including final data updates, responsible owners, timing, production checks, and payment authorization.

☐ Agree contingency triggers, decision authority, and approved recovery actions. Confirm first-payroll support coverage and contacts.

☐ Present a readiness summary covering all five questions. Record who may approve launch, who may require further preparation, and the signed decision.

Decision: ☐ Ready to launch ☐ More preparation required

Open issues and approved actions: _____

_____

Approver and date: _____

Helpful information: Oracle Fusion Cloud Payroll Implementation Documentation