



## How to Choose a Payroll Software (Checklist)

1. **Determine business payroll needs.** 
  - a. Consider business size and the number of employees.
  - b. Eliminate payroll software that doesn't suit business needs.
2. **Determine required level of analysis.** 
  - a. Make sure software is able to handle reporting requirements.
3. **Comply with payroll legislation.** 
  - a. Get advice from a professional.
  - b. Learn about different payroll taxes and other compliances.
4. **Research and examine payroll software features.** 
  - a. Make a list of must have features. 
    - i. Tax filing.
    - ii. Direct deposit.
    - iii. Integrations.
    - iv. Mobile access.
    - v. Self-service terminal.
    - vi. Employment options.
    - vii. New Hire Reporting.
    - viii. Notifications.
    - ix. Security.
5. **Make use of different free trials.** 
  - a. List the pros and cons of each payroll software.
6. **Determine payroll budget.** 
  - a. Ask about any hidden costs. 
    - i. Base fee.
    - ii. Setup fees.
    - iii. Pay run costs.
    - iv. Taxes and compliance costs.
    - v. Miscellaneous.

7. **Read through customer reviews.** 
  - a. Take note of the pros and cons.
  - b. Check different websites and forums.
  
8. **Choose a payroll software.** 
  - a. Evaluate all findings and make an informed decision.