

# Payroll Software Conversions by **RED OFFICE**



# Payroll Software Conversions

This service involves the process of us helping businesses move from one payroll software to another. Researching different software is time consuming.

We remove the overwhelm and make the transition seamless.

## Does this sound familiar?

- Technology has advanced but your current software hasn't
- The needs of your business have changed
- Your current software is going to be retired
- You want to integrate online time sheets/rostering/leave management
- Your budget has changed
- You've adopted programs that don't integrate with your payroll software
- You need clear reporting
- You're running a desktop / offline based system and need to move to a cloud-based solution
- Your current software does not comply with updated legislation changes
- You aren't satisfied with your current payroll provider



**Sarah – Head of Payroll Services  
at Red Office**

E: sarah@redoffice.co.nz

Sarah leads the specialist payroll hub and works across several different payroll software. She can provide insight and personalised recommendations for your specific needs.

### SPECIALTY AREAS:

- Onboarding new clients
- Training clients
- Setting up processes and systems
- Ability to handle complex pay runs, large number of staff and unusual circumstances
- Up-to-date on training, current legislation changes and compliance – NZPPA certified.

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BOOK A TIME TO CHAT



# What do we do?

Preparing to move to a new payroll platform or software can be daunting. Here is a breakdown of our process at Red Office to help you understand what we do.

BOOK A TIME TO  
DISCUSS

## Discovery phase

Use the booking link - Louise and Sarah will contact you to discuss your requirements and learn about your current systems and processes.

01

## Recommendations and quote

A personalised recommendation and quote is prepared based on your staff numbers and budget.

02

## Migration begins

Implementation of the new system, extracting data from the old system, setting up new files or additions, loading data and checking all details.

03

## Shadow pay

Sarah will run a 'shadow pay' with you to make sure all is working correctly and running smoothly.

04

## Hand over & training

You won't be given something you can't drive - Sarah will walk you through your new system and teach you all you need to know.

05

## Ongoing support

If required, we'll be there to help you get underway or on an ongoing basis. This including back up options if your payroll person takes leave.

06

# How long will it take?

Around 6 weeks - Sarah will discuss the start date with you. We say to allow around 10 - 15 minutes per employee depending on complexity - Sarah will be able to estimate time required after viewing old payroll.

SEE HOW WE'VE  
HELPED OTHER CLIENTS

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# FAQs

## When is the best time to migrate payroll data?

In short, there is no best time to migrate. We recommend making the switch when the time is right for you. We have a comprehensive process to make the move stress free for you.

## What company size is this service designed for?

Employee count will impact the features and pricing structure available. We work with businesses of varying sizes and will recommend the best option for your size and budget.

## Will my data be secure?

YES! We take privacy and security very seriously and have systems and processes in place to ensure your information is transferred safely and securely.

## Will this payroll solution grow with us?

Yes, as long as you communicate during discovery that you'd like the software to be able to support more employees as your business grows.

## How do I prepare for payroll migration?

- A good plan is vital - Sarah will work with you on this so you are comfortable and informed about the process.
- Communicate your goals with your migration specialist.
- Find out what resources will be required.
- Make sure all your existing data sets are up-to-date and accurate.

***We'll take care of the rest!***

SEE WHAT CLIENTS  
HAVE TO SAY



We are members of the ICNZB and NZPPA.

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BOOK TO GET  
STARTED

