Payroll Purchasing Software Timeline

Use this quick-reference guide to help you plan your payroll software journey—from initial vendor research and purchasing to full implementation. Each phase includes a general time estimate so you can set expectations and align your team. Note: Timelines may vary based on your company's internal processes and approval workflows.



Internal Alignment

- Identify pain points and feature needs
- Align stakeholders across HR, Finance, and IT
- Build a business case and budget





Shortlisting Vendors

- Research and narrow down to 2–5 vendors
- Check for size, use-case, and integration fit
- Review third-party feedback (e.g., G2)

1-2 WEEKS



Evaluation

- ✓ Schedule 2–4 focused demos
- Use scorecard to compare platforms
- Test usability, support, and real-life scenarios

2-4 WEEKS



Selection

- Confirm contract, pricing, and resources
- Align internal team on scope and timeline

2-3 WEEKS



Implementation

- Configure system and migrate data
- Train users and validate setup
- Go live with ongoing support

6-12 WEEKS

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