# Implementation Roadmap for Paychex

*Please follow this recommended roadmap as closely as possible to ensure as smooth go-live with HCM TradeSeal and Paychex:*

| **Step 1: Complete HCM TradeSeal Setup** | Using your existing systems that are already in place: load employees, Certified Payroll jobs, and also rate and benefit rules (ex. union or prevailing wage rules) into HCM Tradeseal. Enter one week of example hours to ensure that rate calculations, benefit calculations, Certified Payroll and Union reports are accurate.   * Why do this first? *Your decisions regarding the way prevailing wages, unions and other rules are set up in TradeSeal can drastically impact the way data will be configured and implemented in your new time, payroll and HRIS systems.* |
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| **Step 2: Connect HCM TradeSeal to Paychex** | Once you are satisfied with all calculations and reports in HCM TradeSeal, you will be able to use HCM TradeSeal to:   * Export example payroll data for review by Paychex implementation teams   + You can also export a full list of all earnings, deductions and informational/memo items you have set up in TradeSeal to ensure compatibility with Paychex * Export example employee data for review by Paychex implementation teams * Where applicable - import detailed hours data from the Time & Attendance system you are planning to use as part of your go-live with Paychex |
| **Step 3: Implement Paychex System** | After payroll, employee and time data sets are connected to TradeSeal, continue with the rest of your scheduled implementation with Paychex. Continue to work with HCM TradeSeal’s expert team as you approach your payroll go-live:   * Notify HCM TradeSeal when you are ready to perform parallel payroll testing with Paychex to ensure that HCM TradeSeal is part of your end-to-end testing plan * For best results, allow plenty of time to test both HCM TradeSeal and Paychex systems prior to you payroll go-live date |