

Implementation Checklist

Congratulations on deciding to make the transition to foundU. Our Implementation Team is here to work through this journey with you. Please see key check list information below. This process will typically take 8 – 12 weeks from Kick Off to Go Live, depending on the size and complexity of your business.

Stage: Kick Off

- ☐ Kick Off Call
 - ☐ Implementation Overview
 - ☐ Define Successful foundU Implementation
- ☐ Paying Entity Details
 - ☐ Platform URL / Pay Cycle / Entity Name(s) / Employing ABN(s)
 - ☐ Default Superfund / Payroll Contact Email and Number / ABA Details
 - ☐ Workcover Codes (WIC)

Stage: Configuration

- ☐ Onboarding Information
 - ☐ Current Onboarding Process, inc. Licences and Qualifications Required
 - ☐ Documents Issued and Information Required
- ☐ Organisation Information
 - ☐ Operation / Roster / Location / Cost Code
- ☐ Pay Rules
 - ☐ Awards and Agreements / Allowances / Deductions
- ☐ Employee Import File
 - ☐ Including Employee Positions
- ☐ Admin Users

Stage: Testing, Training & Uptake

- ☐ Initial Uptake
 - ☐ Current Employees Onboard into foundU
 - ☐ Admin User Access
- ☐ Review Included Training
 - ☐ Onboarding and Setting Up New Employees
 - ☐ Build Rosters and Manage Time Off
 - ☐ Clocking and Approve Shifts
 - ☐ Payroll Processing
- ☐ Testing
 - ☐ Roster and Approve Shifts for Defined Testing Period(s)
 - ☐ Payroll Comparison 1
 - ☐ Payroll Comparison 2

Stage: Go Live

- ☐ First Period
 - ☐ Team Advised
 - ☐ Entitlement Balances Loaded
 - ☐ Roster Published
 - ☐ Employees Record Time via foundU
 - ☐ Shifts Approved
 - ☐ 1st Payroll
- ☐ Second Period
 - ☐ Reflect on First Period
 - ☐ Clarify any questions
 - ☐ 2nd Payroll
- ☐ Close Implementation
 - ☐ Reflect on Success Indicators
 - ☐ Clarify any final questions
 - ☐ Introduction of foundU Support Team