Speybl

CHECKLIST

DATA MIGRATION CHECKLIST

What to get ready before you move your data into an HR system

What you'll need when you switch to an HR system. You already have most of it; it's just spread across different places. Go through the list before the rollout starts.

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WHAT'S INSIDE THE CHECKLIST

1 Data migration: what to have ready

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Data migration: what to have ready

- [ ] An employee list with personal and employment details, ideally in a single file
- [ ] Employment contracts and amendments in electronic form
- [ ] Vacation entitlements and balances as of the switchover date
- [ ] The org structure — who reports to whom
- [ ] Asset records, if you're going to keep them
- [ ] The dates you track: probation periods, medical checkups, training, expirations

> Most of this already exists at your company, just in five different places. Tracking it down is ninety percent of the work.