

ONBOARDING DATA MIGRATION ONGOING SUPPORT

Payroll software conversion is easier than you think with Apex HCM

Apex HCM By IRIS has cracked the code of successful, stress-free payroll software conversions. We provide three levels of assistance to help move your payroll firm to a more modern platform and ease your transition away from the legacy payroll system that's limiting your success.



- Dedicated Client Success Manager
- Current data extraction
- Streamlined transfer of client data

FULL SERVICE CONVERSION

The Client Success Manager will train your team and/or assist in creating client shells, customizable according to industry verticals and other nuances. Then, with your assistance, the data conversion team will extract your current payroll data from your platform. If using this option, we will arrange an online meeting to determine how we'll retrieve data from your origin system. In some cases we already have a tool for exporting the data depending on the platform currently being used. This option offers you the ability to focus solely on the client base that has been converted and affords Apex the ability to streamline the transfer of your client data for you. Total client base conversion timeline is 3 to 6 months depending on complexity and available client resources for data verification.



- All data remains onsite
- Best for complex conversions
- Faster conversion
- In-person training

ON-SITE CONVERSION

Work via the previous options is done at Apex HCM's offices. However, your payroll service bureau can opt for an onsite conversion that involves senior conversion consultants completing the full conversion at your location. This is a popular option for payroll firms with larger, more complex or niche client bases and for those that simply prefer to keep all data onsite with face-to-face coordination and conversion.

This is also a good option for those firms who are looking for a quicker conversion timeline. It also works well for bigger payroll providers that employ more processors than the average firm and will benefit from more robust, in-person training. This option allows for dedicated resources and a quicker more efficient data conversion. While onsite we can convert approximately 25 to 30 clients per day depending on complexity and available client resources for data verification.



ASSISTED CONVERSION

This option is only available if no data exports are available from the current payroll platform. In this case, The Apex HCM Conversion Team will take on the task of entering your employee data and current year history wages by quarter into the system manually. The estimated turnaround time for your client will be 1-2 weeks depending on complexity of information needed to enter.

- Conversion if no data exports available
- Enter data manually
- Quick turnaround

*“The onboarding and conversion plan was great for us. We had some of the Apex team come **on-site** with us to multiple location. They saw different software we were using in each one of our locations. They designed exports and imports and they were able to take the old data to the new data and put it into the system for us, which **saved our staff and our company tons of time**, and we just had to tie it out to make sure that we were ready to go.”*

*“Working with the conversion team probably saved our lives. We have two full-time processors here and still, I barely had time to upload the documents needed to provide the conversion team. I don't know where we'd be if we had to enter all the client data ourselves. With Apex handling the conversion, not only were we able to **meet our clients' demands** and have their employee information processed a lot quicker, but we probably wouldn't have been able to capture as many **new clients** as we did.”*

More Resources



Visit <https://apexhcm.com/support/> for more information on support provided by Apex via a dedicated Client Success Manager, conversion and onboarding services, live support and training, ongoing consultation and more.



[Click here](#) to request our “Payroll Software Conversion – Easier Than You Think, More Essential Than You Know” white paper. This paper provides best practices for preparing for a conversion, setting up a conversion plan, getting staff and client trained and more.



[Click here](#) to request to speak to one of our HCM experts, schedule a product demo and more.