

PREPARATION CHECKLIST

Before a payroll transition

Use this checklist to organise the first conversation with Karma.

01 Employee master and joining information

Notes: _____

02 Pay components and recurring inputs

Notes: _____

03 Leave and attendance handover

Notes: _____

04 Opening balances and prior-period records

Notes: _____

05 Approval contacts, cut-offs and exception handling

Notes: _____

Discuss your requirements

Book a consultation