Exhaustive Checklist for Evaluating Payroll Platforms & Services

1. Core HR & Employee Data

- ☐ Centralized employee database
- ☐ Custom employee fields & org. charts
- ☐ Role-based access controls
- ☐ Multi-company or multi-entity support

2. Payroll & Compliance

- ☐ Automated payroll processing
- ☐ PF, ESIC, PT, TDS statutory calculations
- ☐ Form 16, Form 24 and ECR generation
- ☐ Flexible salary structures & variable pay

3. Attendance & Time Tracking

- ☐ Biometric & mobile attendance integrations
- ☐ Geo-tagged mobile check-in
- ☐ Shift and roster management
- ☐ Automatic overtime and leave calculations

4. Recruitment & Onboarding

- ☐ Built-in applicant tracking system (ATS)
- ☐ Automated Offer letter generation
- ☐ Automated onboarding workflows
- ☐ Background verification integrations

5. Performance & Learning

- ☐ Goal setting and OKR tracking
- ☐ Performance reviews and appraisal cycles
- ☐ 360-degree feedback capabilities
- ☐ Learning & training integrations

6. Employee Self-Service (ESS)

- ☐ Employee portal for payslips & tax
- ☐ Mobile app access for HR tasks
- ☐ Leave and attendance requests
- ☐ Expense claims and reimbursements

7. Analytics & Reporting

- ☐ HR dashboards and workforce insights
- ☐ Custom report builder
- ☐ Attrition and workforce analytics
- ☐ Exportable reports

8. Integrations

- ☐ Accounting software integrations
- ☐ Attendance system integrations
- ☐ Open APIs for custom integrations
- ☐ SSO support for enterprise security

9. Security & Data Protection

- ☐ Data encryption and secure storage
- ☐ Role-based permissions
- ☐ Compliance with security standards
- ☐ Audit logs and data access tracking

10. Implementation & Support

- ☐ Dedicated implementation team
- ☐ Data migration support
- ☐ Employee and admin training
- ☐ Reliable customer support

11. Pricing & Scalability

- ☐ Transparent pricing structure
- ☐ Flexible plans for growing teams
- ☐ No hidden costs for essential modules
- ☐ Ability to scale with company growth

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