UKG Pro Launch Document-Gathering Checklist

We're excited to learn about your company and to start building your UKG® system! The UKG Launch Document-Gathering Checklist is a crucial starting point for your UKG project. Its purpose is to help your UKG project team understand your current environment and ensure a productive kickoff call. By collecting essential documentation and data, you'll lay the groundwork for building your UKG system.

Company-Level Information | Forms & Documents Requiring Electronic Signature | Company Branding Information

Action steps: Gather checklist items that apply to your organization and upload them to the UKG Launch Tool before your project kickoff call. Get instructions for accessing and uploading your documents to the Launch Tool.

Note: We'll request additional information tailored to your company's specifications and system build during your UKG Launch Implementation.

Company-Level Information

Item	Description	Completed
HR/Timekeeping	**Your organization's employee handbook.**	☐
HR	**Copy of your most recent EEO report** — To configure establishments in your UKG system, we will utilize the standards in your most recent EEO report.	☐
HR	**Workers' compensation codes and risk rates.**	☐
HR/Timekeeping	**Collective bargaining agreements (CBA's)** *(if applicable)*.	☐
General Ledger	**General ledger (GL)** — Chart of accounts used only in payroll processing.	☐
General Ledger	**Payroll journal entry.**	☐
General Ledger	**Sample import file** — Sample of the general ledger file that will be uploaded to your financial system.	☐
Payroll	**Pay calendar** — A copy of your calendar, including pay dates, period end dates, and holidays.	☐
Payroll	**Bank information** — Your bank name, bank account manager's name, and internal company bank contact information.	☐
Payroll/Tax (USA)	**Bank proof/voided check** — For each bank account, a voided payroll check/cheque for each account you require or a federal employer ID number (FEIN).	☐
Payroll/Tax (USA)	**Documentation of your IRS legal name and FEIN** — For your Payment Services Tax Filing, we need documentation of your IRS legal name and FEIN; this can be a copy of your IRS tax notice or a SS-4 form letter.	☐
Payroll/Tax (USA)	**Copy of last multiple worksite report** *(if applicable)*.	☐

Payroll/Tax (USA)	**Reports for Payment Services** — We need documentation of your tax information for your Payment Services Tax Filing. Following are the reports required, depending on your prior vendor. In preparation for loading Opening Balances (if applicable), you may need to request taxable wage and tax reporting in advance. • **ADP - Statement of deposits (SOD)** Account numbers, rates, SIT & SUI deposit frequencies • **Ceridian - Summary of deposits and filings report** Account numbers, rates, SIT & SUI deposit frequencies • **Paylocity - Company package - quarterly filings** Account numbers, rates, SUI deposit frequencies. The customer provides the SIT deposit frequencies • **Paycom - Statement of Deposits and Filing** May only have Unemployment listed • **Others** - Source documents for tax information that include Tax IDs, Tax Rates and Tax Amounts with Taxable Wages	☐
Tax (Canada)	• **Canada Revenue Agency — PD7A(s)** • **Worker's compensation** statements for all provinces where the company is registered. • **Worker's compensation Quebec (CNESST) Statement** *(if applicable)*. *If applicable, please provide:* • **Government of British Columbia:** – Employer Health Tax (EHT) rate • **Revenue Quebec:** – Quebec sales tax rate – Health Service Fund (HSF) rate – Quebec Enterprise Number (enterprise business number) • **Ontario Ministry of Finance:** – Employer Health Tax (EHT) rate – Does your organization qualify for an exemption? – Retail sales tax rate • **Government of Manitoba:** – Health and Secondary Post Education Tax (HAPSET) – Does your organization qualify for the 1.5 million exemption? – Retail sales tax rate • **Government of Newfoundland and Labrador:** – Health and Secondary Post Education Tax (HAPSET) rate • **Nunavut Payroll Tax Statement** • **Northwest Territories Payroll Tax Statement**	☐
Benefits	**Employee and employer options and rates** for all health and welfare benefits, including ancillary and employer-paid plans. Example: A copy of your most recent Open Enrollment documentation, including carriers, plan ID, and rates.	☐

Benefits	**Retirement employer match calculation** for your retirement plan/carrier options and specifications for employer match. Example: 50% of the first 4% of contributions.	☐
Benefits	**Benefit guides** — Employee-facing benefit summaries.	☐
Benefits	**Final vendor/carrier documents — Summary plan description** for each benefit offering.	☐
Benefits	**Employee benefit communications** for any enrollments (new hire, open enrollment qualifying status, changes, etc.).	☐
Integrations	**Notify any 3rd party providers** that you intend to pursue an integration with your transition to UKG and **request a point of contact and related documentation** for each integration.	☐
Reporting	If you require or have **business-critical reports, provide existing examples** or templates.	☐
Timekeeping	**Pay policies**, include holiday rules, overtime rules, shift rules, shift differentials, call-back/on-call rules, and **sample timecards, including common edits**.	☐
Timekeeping	**Accrual policies**, including time-off plans and calculations. Example: Employees earn one day of paid time off (PTO) per pay period.	☐
Timekeeping	**Leave of absence policies**, including leave types and leave rules. Example: Family and Medical Leave Act.	☐
Timekeeping	**Attendance policies**, including rules and points. Example: If an employee is late, they earn one point; no-call or no-show earns five points.	☐
Timekeeping	**Outline of current scheduling practices.** Example: Do employees have consistent or rotating schedule patterns? Do you schedule on paper or in Excel? Do you have automated scheduling by census or workload?	☐

Forms and Documents Requiring Electronic Signature

The following forms and documents are required for U.S. payroll tax-related matters.

Note — All forms can be completed and signed electronically. If you have any questions about completing the electronic signature, see the Electronic Signature Guide for help.

Item	Description	Completed
Customer Identification Form (CIF)	The CIF is required for all customers to comply with the U.S. Department of the Treasury Bank Secrecy Act “Know Your Customer” requirements. The information provided will remain confidential and only be used in conjunction with UKG’s Anti-Money Laundering Policy. Please complete the form linked below. **We only need one form, and it should include all companies.** • Customer Identification Form (CIF) • Customer Identification Form - FAQ	☐

Payment Services Launch Setup Kit	Complete the **Payment Services Launch Setup** spreadsheet linked below and provide an electronic signature. **We need one Payment Services Launch Setup spreadsheet completed for each FEIN**. Example: If you have five FEINs, we need five setups completed. *Note: For ADP, Ready, and Ceridian customers, please fill out the Payment Services Launch Setup spreadsheet only on the first tab, up to row 61 for each FEIN.*	☐
Letter of Understanding	Complete all required fields, sign the Letter of Understanding, and provide an electronic signature. • Letter of Understanding	☐
Bank Impound Form	Complete all required fields on the Bank Impound Form linked below and provide an electronic signature. For additional information or guidance, please see the Bank Impound Form Instructions and FAQ. **We need one form per FEIN if each company has its own bank account**. • Bank Impound Form • Bank Impound Form Instructions • Bank Impound Form FAQ	☐
Drawdown Reverse Wire and ACH Authorization Form	Reverse wire (also referred to as drawdown wire): Used to collect funds for all tax liabilities when a next-day deposit is required (for example, when a federal tax liability for a check date (or an accumulation of check dates in the semiweekly cycle) reaches the $100,000 threshold). It is also used to collect funds for payroll liabilities of Employee Pay customers. ACH debit: Used to collect funds for tax liabilities of less than $100,000 and when a next-day deposit is not required. **Provide your bank representative with a completed Drawdown Reverse Wire and ACH Debit Cover Letter.** The form includes information your bank requires to authorize reverse wire and ACH debit collections initiated by Payment Services. *NOTE: This form should be sent only to your bank representative, not to UKG.*	☐

Company Branding Information (Optional)

Item	Description	Checked
Your Company Logo	The logo file should be a .png, .gif, or .jpg file with the following attributes: If the image you upload is larger than these values, the system will scale it to fit in a 25 x 150 pixel area. • Maximum height: 25 pixels • Maximum width: 150 pixels • Maximum size: 1 MB	☐

Your Company-Branded Colors	Background, font, hover, selected colors. Colors are defined as hexadecimal (or hex) values, supported in all browsers. A hex color is specified with #RRGGBB where RR (red), GG (green), and BB (blue) are hexadecimal integers between 00 and FF, specifying the intensity of the color. For example, #0000FF is displayed as blue because the blue component is set to its highest value (FF), and the others are set to 00.	☐
UKG Pro Workforce Management™ Wallpaper	The file should be a .gif or .jpg file and have the following attributes: • The wallpaper supports a maximum file size of 1 MB. • There is no maximum height or width.	☐