Benefits OE Project Timeline by Phase

Data Collection

4 months from renewal date

Welcome email sent
OE Wizard eligibility determined
Timeline and expectations set

Configuration

3 weeks from launch date

Requirement documents received
System updates processed
Internal testing and QA

Testing

1 week from launch date

Guided testing plan shared
Testing feedback received
Testing feedback updated

OE Launch

System is now LIVE!

Signed authorization form received
System live to employees
OE activity reporting

Payroll

3 days post launch

Deduction codes confirmed
Benefit deduction settings reviewed
Pre-Post journal reviewed

Transfer to Support

OE project closed

First payroll successfully processed
OE project closed and transferred
Future support provided by Support Team

IMPORTANT: The Configuration phase does not start until Paycor has received all COMPLETED documents in the required format. If information is determined to be missing during this phase, the desired launch date may be delayed. Please keep in mind that Paycor will not launch the OE until we have received the signed OE Authorization form which confirms the site was adequately tested.