

The guide to preparing for your Dayforce implementation

Essential considerations and pre-implementation checklist

Table of contents

Introduction	3
Understanding Dayforce implementation needs	5
The keys to a successful Dayforce implementation	7
Preparing for your Dayforce implementation	8
Preparing for post-implementation	9
RSM's Dayforce implementation service	10
Accelerate your Dayforce implementation with RSM	12
Conclusion	14



Introduction

Your business is powered by people, which means your organization must have human resources (HR) software for payroll, workforce management solutions and talent engagement. As one of the leading global human capital management (HCM) platforms on the market, Dayforce can provide your organization with a single workforce management solution you can use to manage every aspect of your workforce experience.

Having all your workforce processes share the same sources of data means Dayforce can help you transform every area of workforce management:

- > **Pay accurately and efficiently:** Run payroll with confidence, leverage a unified platform for time and pay, and boost employee retention with on-demand pay.
- > **Unlock agile workforce management:** Cut down on operating costs and make more efficient labor decisions.

- > **Attract top talent:** Leverage tools enhanced with artificial intelligence (AI) to recruit, retain and reskill a diverse, global workforce.
- > **Streamline HR:** Access employee information at any time and from anywhere from a single system.
- > **Make data-driven HR decisions:** Visualize your people data to gain deeper insight into your business.

Compared to other solutions on the market, Dayforce is designed to provide global enterprises with a single platform, eliminating the need for multiple systems and applications while ensuring data consistency across all HR functions. Always-on availability and built-in redundancy through the cloud ensure reliability. Dayforce's global hosting model allows for reducing costs and improving performance. With an enterprise-grade security model, Dayforce helps protect your business and employee data at the data, application, network and operational level.

Beatrice

One of the
RSM team



Whether you are still considering several software options or have already decided on Dayforce, it's crucial to prepare for implementation. Your implementation experience can make or break your ultimate project success, as it will determine everything from user adoption and your ability to leverage new capabilities to whether or not your organization becomes exposed to inadvertent cyber-risks.

With RSM, implementation isn't just a technical deployment—it's a transformational journey. As a full-service consulting firm, we provide end-to-end solutions to help you evaluate, purchase, implement, support and optimize Dayforce. Our unique advisory approach allows us to look at your business holistically, ensuring that your implementation is tailored to the specific requirements of your organization, team and users. Embarking on this journey with RSM ensures that you don't just upgrade your HCM, but that your entire HR approach and strategy will support you in driving meaningful change, achieving long-term business objectives, increasing productivity and significantly improving the employee experience.

In this guide, you'll learn:

- The benefits of working with a Dayforce implementation advisor
- The keys to a successful implementation
- How to prepare for your Dayforce implementation
- Why RSM is the Dayforce implementation advisor for you



When you implement a new system like this—and Dayforce is very robust and highly configurable—you don't know what you don't know. There were a lot of things that it would have been helpful to know back when we went through implementation.

We realized pretty quickly that we needed expertise from someone who is a subject matter expert. Our RSM consultant has been a real asset to me and our central office team. We plan on setting up a general support contract with RSM because there are always things we need that come up where we need to tap into somebody who has more horsepower than any one person on our team has. It's been great to have a partner we can go to when we need extra support and we know they can get it done efficiently. ”

—Vice president of human resources, senior living communities company

► Talk with us today to learn how to unlock business value with Dayforce

Understanding Dayforce implementation needs

Because Dayforce is such a powerful, comprehensive platform, it has the potential to completely transform your organization's operations. Since it is so comprehensive, however, all the capabilities options and integration requirements can make it tricky to implement if you don't have previous Dayforce experience.

Common implementation challenges can include:

- > **Lack of the right skills and experience needed to implement Dayforce:** Unless your organizational resources have done a Dayforce implementation before, you will likely not have all of the knowledge and skills required to perform a successful implementation.
- > **Attempting a suboptimal “lift and shift” approach that fails to enable full value for your organization:** Your Dayforce implementation can have unintended impacts on downstream applications. If you are planning to attempt a “lift and shift,” you must understand the potential impact on other business processes to ensure your Dayforce solution covers all the business challenges you want it to address. You must also understand the capabilities and performance features you may not achieve with the system due to taking a suboptimal implementation approach.
- > **Configuration complexity:** Dayforce has nearly endless configuration options and capabilities to enable a system set-up that meets the exact needs of your business and industry. As a result, few companies can start using Dayforce effectively right out of the box. Many organizations underestimate the vast opportunities to transform with this platform, which may lead to inadequate preparation, schedules and resources.
- > **Questionable data integrity:** Clean, properly structured data is key to ensuring employees don't miss a paycheck or have issues with benefits during your transition. If your data isn't properly assessed and evaluated, your organization may have difficulty transferring data from a legacy system to Dayforce and/or experience data loss or errors.
- > **Lack of stakeholder engagement:** Because Dayforce is an integrated, single employee record database and touches almost every department, a typical Dayforce implementation requires more collaboration among stakeholders than other technology implementations. Unless the right stakeholders are providing input during the implementation, it will be almost impossible for your organization to align how Dayforce is implemented with your business's overall strategic goals.
- > **Inadequate training and support:** The success of your Dayforce implementation depends on user adoption. Insufficient training and or lack of post-implementation support can lead to frustration and a lack of user buy-in, which in turn will affect your utilization and return on investment (ROI).

For the best results when implementing Dayforce, your organization will need to either designate an in-house resource who is highly experienced in managing a Dayforce implementation, or work with a professional services organization to provide advisory consulting and functional support for you throughout the implementation process.

If you work with RSM, for example, you get the following:

- Professional implementation support from our highly experienced team with decades of practitioner knowledge. Our team has completed more than 350 Dayforce implementations across all major industries. This team will not only provide your organization with the right knowledge, skills and experience needed to complete a successful implementation and business transformation journey but can also significantly accelerate your time to value.
- A thoughtful, holistic and strategic approach that goes beyond a "lift and shift" or a basic installation, so you can avoid unnecessary rework or struggles with the same issues you're looking to solve.
- A seamless experience that reduces the pressure on your organization's IT team, HR department and general employees, allowing everyone to focus on the business and balance the demands of the implementation.
- The confidence that your system is optimized from Day 1 for the unique needs of your business and industry, ensuring that your organization is best positioned to support future growth.





The keys to a successful Dayforce implementation

A successful Dayforce implementation and business transformation journey must be carefully planned, managed and executed. Before you start to implement the Dayforce system, be sure to:

- Conduct a needs assessment of your business and technical needs and future state requirements, along with any pain points from legacy solutions that you want to solve.
- Establish a project team that will be responsible for driving implementation from start to finish. Ensure all key stakeholders are represented, including members from HR, IT, finance, payroll and other affected lines of business. Make sure you also have an executive sponsor who can champion the project across the organization.
- Create a detailed blueprint outlining each phase of your implementation process to ensure you have the right people, processes, schedules and budgets in place for success.
- Begin the project with an internal kickoff meeting that includes all stakeholders, your project team and your consultant to get everyone aligned on project goals, timelines and expectations.
- Build a change management process that includes a comprehensive training program tailored for each user audience, such as HR, managers and end-user employees. Capture feedback from employees throughout the training so you can identify areas for improvement or potential areas of friction that may affect wider adoption.

Preparing for your Dayforce implementation

Because no two industries or businesses are alike, there is no one-size-fits-all implementation plan for Dayforce. Every organization has a different checklist depending on their unique needs and resources.

However, below is a general high-level overview of some of the steps involved in the process:

Step 1: Planning

In this step, you will identify key stakeholders, outline your project deliverables and key performance indicators (KPIs), and create a timeline to ensure everyone is on the same page.

Step 2: Discovery

In this step, you'll gather your stakeholders, executive sponsor, project team and consultant to analyze current pain points and systems and determine goals and objectives. Once you understand what is most important to your business, you can then determine exactly how to accomplish your goals with Dayforce.

Step 3: Analysis and design

After analyzing the requirements needed to align your Dayforce solution with your organization's industry and workflows, your next step is to design solution architecture, workflow and processes as well as system configuration requirements and specifications.

Step 4: System building

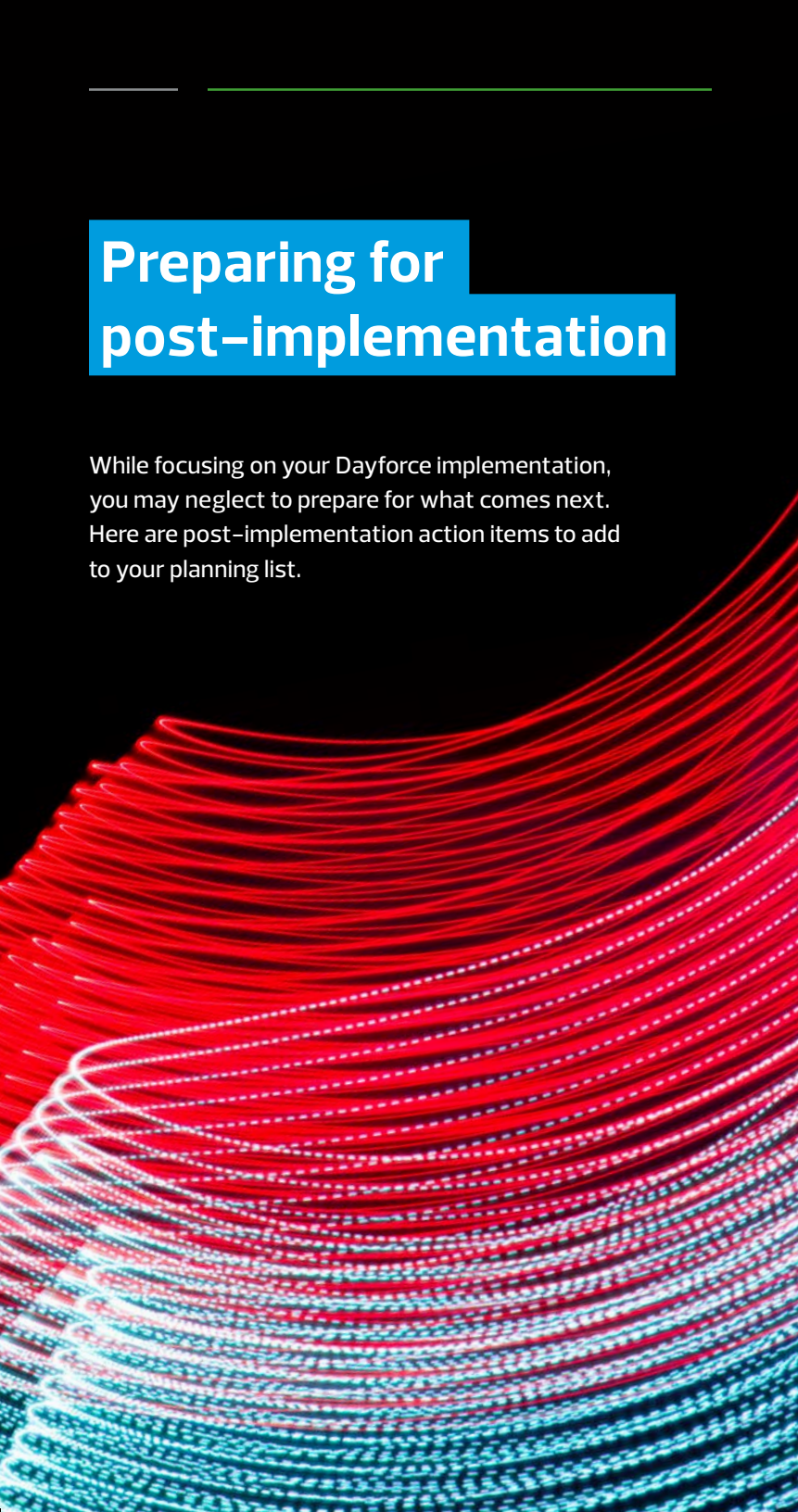
Next, you'll turn your ideas and plans into actual system configurations, start transferring data, and connect Dayforce to your other platforms and data sources.

Step 5: Testing and training

In this step, you'll conduct thorough testing to ensure the system meets all functional requirements. In addition, you'll begin training HR, payroll and employees on how to use Dayforce so they can be effective from Day 1.

Step 6: Deployment

In the last step of the implementation process, you'll take Dayforce live, support users as they transition and work out any kinks in the system. From there, you'll provide ongoing maintenance and support.



Preparing for post-implementation

While focusing on your Dayforce implementation, you may neglect to prepare for what comes next. Here are post-implementation action items to add to your planning list.

Identification of an administrator

Your organization will need a human resource information system (HRIS) person to provide ongoing system updates due to legislative changes or other business changes, troubleshoot end-user issues, and provide organizational data requests.

User training and adoption

Use the training program and resources you defined as part of your change management strategy to ensure that users leverage Dayforce's capabilities to their fullest.

Support and maintenance

Define the support channels you'll use across internal support teams, vendor product support and outside support vendors. To avoid frustration, clearly list how users can leverage support, along with expected response times. You should also outline your process for ongoing system management to ensure that your Dayforce solution receives regular updates, system audits and performance monitoring.

Review and evaluation

Gather user feedback to identify areas for further optimization, along with ideas for how to improve future implementations. You can also measure the solution's performance using the KPIs you defined during pre-planning for additional optimization insight. Compile a list of future adjustments and optimization recommendations, along with recommendations for new modules or functionality for phase two, if applicable.

RSM's Dayforce implementation services

RSM is a full-service consulting firm and the leading provider of assurance, tax and consulting services focused on the middle market. With over 73,000 clients across 20+ industries, we deliver top technology, financial, transaction, risk and business consulting services.

RSM's Dayforce consulting services deliver tailored solutions to leverage the all-in-one HR and payroll platform to maximize your company's greatest asset—people. Our team takes a holistic approach to your people, processes and technology, transforming your Dayforce environment to give you the tools and flexibility you need to unlock the potential of the modern workforce, gain a competitive advantage and ensure your organization's long-term growth and prosperity.

► Request a Dayforce demo

RSM is one of the leading Dayforce consultants on the market with:



120K+ North American RSM clients



35+ Dayforce-certified consultants



More than 350 Dayforce implementations



Dayforce product implementation-certified for over 28 years



► Talk with us today to learn how to unlock business value with Dayforce

Our comprehensive services are designed to support your organization's current demands while positioning your Dayforce solution usage for the future. We support net new implementations, mergers and acquisitions, and the addition of new Dayforce modules to your existing Dayforce solution; we also provide services to support you beyond implementation. Our approach means that we can support you across your implementation journey, including:

- Implementation planning and data integrity assessment
- Project/program governance support
- Dayforce advisory support (all modules)
- Implementation testing support (user acceptance training/parallel testing)
- Data conversion and data validation support
- Integration and report development
- Dayforce solution and business process optimization
- Configuration support (all modules)
- User-role job aides
- Open enrollment support
- Year-end processing support
- Payroll outsourcing
- Managed garnishment outsourcing
- Managed application services

Our Dayforce experience spans the following industries:



Financial services



Health care



Consumer products



Retail and hospitality



Manufacturing



Energy



Real estate and construction



Business and professional services



Food and beverage



Government and nonprofits

Accelerate your Dayforce implementation with RSM

Our unique advisory approach means we look at your business holistically—instead of just at the individual software level—so we can tailor our solutions and services to your business. No other consultant has our unique mix of Dayforce experience, technology knowledge and business acumen.

Every engagement begins with a deep dive into your business to understand your needs. Our consultants work closely with your key stakeholders to understand their unique challenges. Using our knowledge of your business and experience working with Dayforce across multiple industries, we then design and implement solutions to meet your specific business goals and deliver maximum value.

We offer two implementation options, depending on what your business requires:

Vendor-led implementation support:

RSM can take the lead on the project to provide strategic oversight and guidance throughout the process. We will be available as a resource for your internal team and act as a liaison to Dayforce as they do the implementation. Our product and practitioner experience will be invaluable to your team members, allowing them to understand how to leverage Dayforce to streamline processes, ensure full requirement testing and prepare the organization for the launch of Dayforce.

RSM-led implementation:

To accelerate time to value, RSM can be your implementation provider as a Dayforce system integrator. Our team is then positioned to not only provide an effective implementation experience with our comprehensive approach, but you can leverage the same resources to augment your team's implementation support needs. This will enable your organization to minimize the number of people that must be involved in the project across multiple vendors, allowing team members to execute at maximized efficiency, while ensuring that you have the experience and skills required to ensure a rapid, high-quality implementation.

What makes RSM different?

Because RSM has been a Dayforce–certified implementation partner since the product first launched and has completed more than 350 implementations across all industries, we are fully equipped to handle even the most complex implementation projects. Our consultants have Dayforce and industry certifications as well as a deep understanding of industry trends, regulations and challenges—allowing us to deliver best practices and insights to adapt the HCM platform to your unique environment.

Operating as skilled extensions of your internal team, RSM's advisors provide a full spectrum of Dayforce consulting services, from implementation and knowledge transfer to comprehensive support and post–go–live initiatives. In addition to our Dayforce know–how, we bring years of experience implementing, integrating and optimizing other HCMs and commonly connected solutions, including Oracle NetSuite, Microsoft Dynamics, Sage Intacct, Salesforce and many other platforms. This ensures that your Dayforce solution utilizes HCM best practices to maximize the ROI of both Dayforce and your other connected solutions.

“ Thank goodness for RSM. We knew right away we could call them or email them and in a heartbeat they would be on our case, working with us to get it solved. It is phenomenal how much I have learned and how much better our system is because of their experience and knowledge. They listen to us and understand what our needs are and how we need the system to work. It has made us a more efficient company. We could not do the things we've done without RSM. ”

—Supervisor, HRIS, telecommunications company



Jan

One of the
RSM team

Conclusion

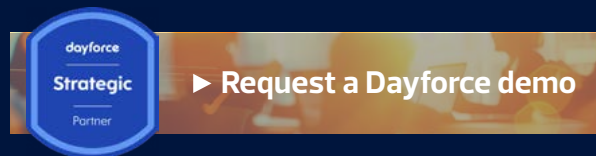
Dayforce is a comprehensive solution capable of transforming your organization by streamlining HR processes, improving payroll accuracy and enhancing your workforce management. However, its vast capabilities mean that you need the right mix of experience, skills and knowledge to ensure your implementation meets the holistic goals of your entire organization.

As a leading Dayforce advisor and implementor, RSM is a first choice Dayforce end-to-end solution and support provider. We can help accelerate your implementation to improve time to value, accelerate ROI and enhance your overall Dayforce experience. By leveraging our strategic approach, we can help you tailor your Dayforce solution to meet the unique requirements of your business.

For more information about RSM's Dayforce implementation services, contact us at +1 800 274 3978, [visit us online](#) or [request a demo](#).

For more information

call us at +1 800 274 3978 or **contact our team here.**



This document contains general information, may be based on authorities that are subject to change, and is not a substitute for professional advice or services. This document does not constitute assurance, tax, consulting, business, financial, investment, legal or other professional advice, and you should consult a qualified professional advisor before taking any action based on the information herein. RSM US LLP, its affiliates and related entities are not responsible for any loss resulting from or relating to reliance on this document by any person. Internal Revenue Service rules require us to inform you that this communication may be deemed a solicitation to provide tax services. This communication is being sent to individuals who have subscribed to receive it or who we believe would have an interest in the topics discussed.

RSM US LLP is a limited liability partnership and the U.S. member firm of RSM International, a global network of independent assurance, tax and consulting firms. The member firms of RSM International collaborate to provide services to global clients, but are separate and distinct legal entities that cannot obligate each other. Each member firm is responsible only for its own acts and omissions, and not those of any other party. Visit rsmus.com/aboutus for more information regarding RSM US LLP and RSM International.

RSM, the RSM logo and *the power of being understood* are registered trademarks of RSM International Association.

© 2025 RSM US LLP. All Rights Reserved.