


## Data Migration Requirements

No.	Data migration requirements	Essential (E) Desirable (D) Nice to have (N)	Compliant	Non compliant	A brief description of how you would meet the essential requirements
1.	<p>The following information is held within our current system and will need to be migrated:</p>  <p>Data Migration SL .xlsx</p>	E			
2.	<p>The ability to migrate a minimum of 12 months history and potentially more if required, the aim being to reduce or remove the need for manual pay calculations in the event of back dated pay changes.</p>	E			
3.	<p>The ability to load data automatically via CSV/Excel files.</p> <p>The ability to validate the loads and identify rejections and errors. The ability to load via data type/employee.</p> <p>The ability to perform the load in test mode if required.</p>	E			
4.	<p>Record retention – the ability to manage data and delete records as necessary, in</p>				

	accordance with Data Protection legislation. The ability to hold expiry dates for records and a deletion process.	E			
5.	The ability to migrate enough information to ensure that backdated payroll changes are performed automatically by the system without the need for manual intervention and back pay calculations.	E			