

Global HR Stack Checklist

Everything you need to evaluate, audit and build a compliant HR software stack for teams in more than one country.

NAME	COMPANY	DATE	
1 The 7 software categories every global team needs			
CATEGORY	WHAT IT DOES	PRIORITY	EXAMPLES
EOR / PEO	Legal employment in countries where you have no entity	Must-have	Deel, Remote, Rippling
Global payroll	Multi-currency payroll, tax withholding, statutory filings	Must-have	Papaya Global, Oyster, ADP
HRIS / core HR	Employee records, org chart, onboarding and offboarding	Must-have	BambooHR, HiBob, Personio
Compliance & legal	Employment-law updates, contract generation, audit trails	Must-have	Multiplier, Velocity Global
Benefits administration	Country-specific benefits, equity, stipends	Important	Forma, Compt, Justworks
Workforce management	Time tracking, scheduling, attendance across time zones	Important	Rippling, Workday, UKG
Talent & performance	Global recruiting, performance reviews, L&D	Optional	Lattice, Leapsome, Greenhouse

2 Vendor evaluation

- ☐ Country coverage matches your 18-month roadmap
- ☐ Asked how compliance updates follow local law changes
- ☐ Requested a sample contract for your top country
- ☐ Verified integration with your HRIS and payroll stack
- ☐ Total cost clear: setup, per-employee and offboarding fees
- ☐ Named compliance contact, not just a support queue
- ☐ GDPR and data-residency requirements confirmed
- ☐ Customer references in your industry and region
- ☐ Termination clause and notice period reviewed
- ☐ SOC 2 Type II certification status confirmed

3 Current stack audit

- ☐ Listed every HR tool in use, with monthly cost
- ☐ Found tools with overlapping functionality
- ☐ Separated live integrations from manual workarounds
- ☐ Noted tools that don't support your newest countries
- ☐ Reviewed contract renewals in the next 6 months
- ☐ Surveyed the HR team on pain points and gaps
- ☐ Calculated cost per employee across the whole stack
- ☐ Identified single points of failure (one person knows it)
- ☐ Confirmed backup and export capability for each tool
- ☐ Documented your EOR / entity footprint per country

5 QUESTIONS TO ASK BEFORE SIGNING

1. How many countries run on **owned entities** versus partner networks, and what does that change for our liability?
2. When employment law changes where we have workers, who tells us and how fast?
3. Can I see a real executed contract for our target country, not a template?
4. What does it cost, and how long does it take, to **offboard** someone in that country?
5. If we terminate in 12 months, what is the exit process and what data do we keep?

RED FLAGS IN EOR & GLOBAL HR CONTRACTS

- ✗ Vague coverage ("150+ countries") with no entity list
- ✗ No named compliance contact, only general support
- ✗ Termination fees not disclosed up front
- ✗ Auto-renewal with no 90-day notice window
- ✗ Compliance updates are the "customer's responsibility"
- ✗ No SOC 2 Type II or equivalent certification
- ✗ Data export needs a ticket with a 2-week SLA

Local HR Stack Checklist

The same framework for domestic teams: payroll, people records, time, benefits and hiring that stay compliant as you grow.

NAME

COMPANY

DATE

1 The 7 software categories every local team needs

CATEGORY	WHAT IT DOES	PRIORITY	EXAMPLES
Payroll software	Automated, tax-compliant domestic payroll and filings	Must-have	Gusto, ADP, Paychex
HRIS	Centralized employee records and a self-service portal	Must-have	BambooHR, Rippling, Paycor
Time & attendance	Scheduling, clock-in and leave tracking	Must-have	Homebase, Deputy, UKG
Benefits administration	Health, dental, vision and 401(k) enrollment	Important	Justworks, Gusto, TriNet
Applicant tracking	A streamlined recruiting pipeline from post to offer	Important	Greenhouse, Lever, Workable
Employee engagement	Surveys, recognition and culture	Optional	Lattice, Culture Amp, 15Five
Learning & development	Training and compliance courses	Optional	Docebo, TalentLMS, 360Learning

2 Vendor evaluation

- ☐ Compliant with your state or provincial labor and tax laws
- ☐ Handles payroll tax filings and remittances automatically
- ☐ Includes a self-service portal (pay stubs, PTO, documents)
- ☐ Integrates natively with your accounting software
- ☐ Reporting is flexible enough for your HR analytics
- ☐ Strong mobile experience for employees and managers
- ☐ Pricing is clear: no hidden per-employee or per-module fees
- ☐ Data security, access controls and audit logs are robust
- ☐ Implementation timeline and dedicated support included
- ☐ Support is available during payroll processing windows

3 Current stack audit

- ☐ Listed every HR tool in use, with monthly cost
- ☐ Found tools with overlapping functionality
- ☐ Separated live integrations from manual workarounds
- ☐ Checked each tool still fits your headcount and growth plans
- ☐ Reviewed contract renewals in the next 6 months
- ☐ Surveyed managers and employees on pain points
- ☐ Calculated cost per employee across the whole stack
- ☐ Identified single points of failure (one person knows it)
- ☐ Confirmed backup and export capability for each tool
- ☐ Confirmed year-end and tax-form processes are documented

5 QUESTIONS TO ASK BEFORE SIGNING

1. What is in the base price, and what is a paid add-on?
2. How are state or provincial compliance updates applied automatically?
3. What does the full implementation and training process look like?
4. Can we export all of our data cleanly if we switch vendors?
5. Are there references from companies our size, in our industry?

RED FLAGS IN LOCAL HR CONTRACTS

- ✗ No automatic tax-table updates included
- ✗ No native integration with major accounting platforms
- ✗ Fees charged for standard reports or data exports
- ✗ Support only during standard business hours
- ✗ No dedicated implementation or onboarding at signup