

Implementation Guide: Core HRIS

What is Core HRIS?

Core HRIS gives you the foundational tools to manage your global workforce at scale—time off, document management, org structure, time tracking, and HR data visibility—all centralized in Deel.



Internal Readiness Checklist

Before onboarding begins, ensure your team has:

- ☐ Defined time off policies (vacation, sick leave, holidays)
- ☐ Prepared an org chart and team structures
- ☐ Identified platform admins and approvers
- ☐ Reviewed your existing HR workflows (onboarding, offboarding, expenses, approvals)
- ☐ Gathered company policy documents and handbooks
- ☐ Created a plan to communicate and train internal users (e.g., HR team, managers)
- ☐ Complete the document collection checklist and be prepared to upload to Deel's secure file vault (see below)

Worker Data Export

- ☐ Export of worker data from current HRIS system, including all data points that should be migrated to Deel
- ☐ Required fields to include for new HRIS direct employees can be found in the Worker Data tab (marked mandatory)**

Time Off Policy Required Fields:

- ☐ Policy name
- ☐ Tracking period (Calendar year, Contract's anniversary, etc.)
- ☐ Total entitlement + units (e.g. 10 business days per year)
- ☐ Accrued / Lump sum
- ☐ Carryover rules / expiration

Time Off Events Migration Required Fields:

- ☐ Worker name
- ☐ Worker ID
- ☐ Time off policy name
- ☐ Start date
- ☐ End date
- ☐ Total time taken

Time Off Balance Migration Requirements:

- ☐ Worker name
- ☐ Policy name
- ☐ Effective date
- ☐ Total balance as of the effective date (not including future leave requests)
- ☐ Total carryover from the previous tracking period

Time Tracking Work Schedule Requirements:

- ☐ Work schedules (e.g., Mon–Fri, 40 hours)
- ☐ Overtime submission method
- ☐ Worker schedule assignments

Custom Documents:

- ☐ Any company documents that should be created in Deel for new hires
- ☐ Any legacy documents that should be transferred for existing workers

What Does “Onboarding Complete” Mean for Core HRIS?

- Time off and document workflows are configured and tested
- Worker profiles, teams, and org structure are created
- Admin roles and permissions are assigned
- Key workflows (e.g., document signing, approvals) are live
- Employees can log in and begin using the platform

Resource Hub

Where to find support and tools:

- [Deel Academy](#)
- [Help Center](#)
 - [Organization and Group Management](#)
 - [People Management](#)

Core HRIS Onboarding Checklist

Set up the following:

- ☐ Roles & Permissions set up
- ☐ Custom Fields set up
- ☐ Employee import
- ☐ Worker Relations & Org Chart
- ☐ Time Off
- ☐ Time Tracking

- ☐ Approval Policies
- ☐ Custom Documents
- ☐ Workflows
- ☐ Reporting & Analytics