

Use a Calendar

Not any calendar – a payroll calendar.

A payroll calendar helps keep the payroll department on track and employees informed as to when they should expect their pay.

The calendar also lets all parties understand when critical information, like time cards, are required for processing and when payroll outputs, such as paystubs and reports, will be available.

Simplify Your Policies

Complicated workplace policies frequently increase the administrative burden of payroll processing.

Provide clear and concise policies for issues such as attendance, leave of absence, commission, and expense reimbursement.

Encourage all employees to consult the company's written policies first before making any enquiries.

Your payroll staff will spend more time producing results, rather than attempting to interpret guidelines.

Provide Online Payroll Information

Providing online access to an employee's current and previous pay information can reduce the amount of time spent dealing with payroll inquiries.

These distractions are not only time-consuming but frequently result in payroll errors, as staff can lose their train of thought when struggling with these interruptions.

Focus on Accuracy

Speed doesn't help when it comes at the expense of accuracy.

Not only does inaccurate work need to be re-done, it can create feelings of distrust and animosity among employees.

Encourage anyone involved with payroll to be accurate and thorough, and only hire those who exhibit attention to detail.

Increase Employee Involvement

Get employees and managers to record their attendance hours, sign off on paid leaves of absence, verify expenses, and perform other payroll-related activities wherever possible.

This relieves payroll of the burden and allows them to focus on activities of greater urgency.

Empowering employees in this manner also requires they assume a certain level of responsibility.

Ensure they are properly trained in the procedures and understand their importance.

Use Direct Deposit

Use direct deposit instead of manual checks.

It's faster, more accurate, and offers greater convenience.

Pay cards are an alternative for employees who don't want direct deposit, and are more efficient.

If checks must be used, avoid writing them out manually.

Instead, reduce the possibility of a transcription error by using your payroll processing system to issue the check.

Outsource Where Possible

Payroll processing is complicated and consumes valuable time and resources, yet is absolutely vital.

Leverage the assets and skills of payroll specialists through outsourcing.

Their up-to-date knowledge provides for faster and more accurate payroll with reduced liability for your company.

Outsourcing also reduces hidden costs like highly skilled computer professionals, which are often required to maintain software and provide hardware support for the payroll department.