



WAYS TO POSITIVELY IMPACT YOUR Payroll

AUTOMATION

- 1 PAPERLESS PAYROLL**
Reduce waste with direct deposit or pay cards instead of printing checks.
- 2 IMPORT DATA AUTOMATICALLY**
Save time and reduce your risk of errors.
- 3 AUTOMATE YOUR WORKFLOWS**
Preserve an electronic paper trail and decrease processing delays.
- 4 ADOPT ELECTRONIC TIMEKEEPING**
Reduce the risk of error and ensure accuracy.

INFORMATION

- 5 OBTAIN CREDIBLE CERTIFICATIONS**
Increase your knowledge and add to your credibility.
- 6 KEEP UP-TO-DATE WITH CHANGING LEGISLATION**
Stay on top of changing laws and regulations.
- 7 NETWORK WITH YOUR PEERS**
Stay connected with others in your field and attend user group meetings for your payroll solution.
- 8 IMPROVE PAYROLL REPORTING**
Automate data collection and identify payroll tax based on employee location.

RECONCILIATION

- 9 PERFORM MONTHLY CHECK/BANK RECONCILIATION**
Check for fraud on a regular basis.
- 10 USE A YEAR-END CHECKLIST**
Stay organized during year-end, which can often become hectic.
- 11 PERFORM A TAX RECON REGULARLY**
Performed monthly or quarterly, this helps avoid costly risks.
- 12 UTILIZE POSITIVE PAY**
1. Request positive pay from your bank
2. Generate employment data
3. Send to bank to reconcile at payroll time

PROCESS IMPROVEMENT

- 13 COMBINE RELATED DUTIES TO BOOST EFFICIENCY**
Avoid overlap within the payroll department.
- 14 CENTRALIZE YOUR PAYROLL**
Control costs and lift productivity by combining or changing payroll cycles as needed.
- 15 COMBINE CORPORATE ENTITIES**
Increase efficiency and save money in the long-term, especially during corporate M&A processes.
- 16 STAY ON TOP OF SYSTEM UPGRADES**
Stay compliant and maximize productivity.

NEW TECHNOLOGIES

- 17 TAKE ADVANTAGE OF ROLE-BASED ACCESS**
Empower managers and employees with self-service.
- 18 HARNESS DATA INTEGRATION**
Import data directly from benefits providers and other vendors rather than risking manual input.
- 19 ADOPT AUTOMATED FILE TRANSFER SCHEDULING**
Schedule reports and data exports to run automatically.
- 20 AUTOMATE PAYROLL ERROR DETECTION**
Reduce the risk of overpaying your employees and stay compliant to avoid fines.