

# **Best Way Of Payroll Management, HR Management-2020**

## **Overview**

What's the best way to avoid expensive and time-consuming payroll errors? Why, avoid them, of course! In this webinar, you'll learn tips and methods to verify all your payroll variables before you commit a final payroll to your IT team or your outside processor! You'll learn: how to create the most efficient checklists for your pre-processing checks; the best way to create your calendar for a full year, encompassing all pay frequencies as well as holidays and days that will affect a specific cycle; how to create your own reports for audit purposes; as well as how to use your payroll vendor's available reports for your best results.

Running a payroll preview, verifying your totals, creating a comparison – these are all strategies to be used to ensure that your payroll is as accurate as you can make it. The webinar will touch on all aspects of payroll “ins” and “outs”. These include hires, terminations, leaves, pay increases, benefit deductions and changes, and employer payments. The importance of regular reconciliations and audits will also be discussed.

## **Why you should Attend**

Whether you're new to payroll or not, you can use tips on how to make your processing easier, more accurate and less stressful. Using everyday tools like the calendar, some relatively simple reports and a good communications process to ensure that your payroll process remains professional, timely

and error-free.

The webinar will include ideas on how to maintain a schedule, how to deploy your team members and how to keep your process painless. Regardless of the size of your company, you'll be able to learn something about process improvement by taking this webinar!

## **Areas Covered in the Session**

- Yearly calendar dates
- Using pre- and post-processing reports
- Importance of input controls
- Balancing/auditing/comparing payroll for proof of accuracy
- Timekeeping reports
- Payroll Preview Verification
- Segregation of duties
- Communication with other units
- Payroll changes-tracking
- Pay Frequency audit

## **Who Will Benefit**

- Payroll Associates
- payroll Supervisor
- New Payroll Manager
- Internal Auditor

Event [link](https://www.training.com/webinar/-201211live?generalcounselnews-SEO) :

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