

# Foundations of Payroll Analytics

## 2023 Course Outline

### Module 1: What are Analytics?

- Analytics Definition
- Business Analytics
- Eight Levels of Analytics
- Three Types of Business Analytics
- Types of Analytics Methodologies
- Barriers to the Use of Business Analytics
- Barrier to Effective Analysis
- Payroll Analytics
- Framework of Business/Payroll Analytics
- Potential Analytics Pitfalls

### Module 2: Data Maturity

- Dell Data Maturity Model
- Four Factors of Data Maturity
- Ensuring Accurate, Uniform, and Accessible Data Through Audits
- Auditing the Data
- Sources of Data Errors
- Data Integration Methods and Structures
- Four Components of Analytics Maturity

### Module 3: Payroll Data

- Master File Components
- Data Beyond the Master File
- Other Organizational and External Data

### Module 4: Using Graphics to Communicate Analytics

- Tables
- Line Graphs
- Bar Graphs
- Pie Charts

### Module 5: Using Analytics to Detect and Prevent Payroll Fraud

- What Is Payroll Fraud
- Detecting and Preventing Payroll Fraud
- Using Benford's Law
- Finding Ghost (Phantom) Employees
- Finding Timeclock Abuse
- Falsification of Wages
- Commission and Bonus Fraud
- Expense Reimbursement Fraud
- Employee Misclassification
- Payments After Termination
- Unusual System Entries
- Identifying Inconsistent Employee Records

### Module 6: Using Metrics to Monitor Payroll Operation

- Becoming a Data Driven Payroll Leader
- What and How Payroll Metrics Are Used to Monitor the Operation
- How Payroll Analytics Are Used to Measure Performance

### Module 7: Using Analytics to Improve Payroll Analytics

- Performance Metrics
- Benchmarking
- APA/GPMI Deloitte Global Payroll Benchmarking Survey

### Module 8: Using Payroll Analytics to Improve the Organization

- How Payroll Analytics Benefit the Business
- Payroll's Contribution to the Business
- Taking the Initiative to Determine Solutions/Efficiencies
- Wage and Hour Compliance
- Comparing Budget to Actual Expenses
- Identifying Increases in Overtime
- Identifying Trends in Total Payroll
- Identifying Possible Employee Turnover
- Projecting Possible Retirements
- Using Substantive Analytical Procedures
- Presenting to the Business Counterparts/ Stakeholders

### Module 9: Incorporating Payroll Analytics

- Organizational Readiness
- Available Tools
- Payroll/HR Dashboards
- Payroll Manager's Dashboard
- Presenting the Results