

# PAYROLL OMG – OPTIMIZATION, MANAGEMENT, & GROWTH



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Professionals at every level in the payroll department should learn how to reduce expenses by looking at all processes and how departments are connected.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE Credits. Field of Study: Management Services

## Program Objectives

- Identify Lean Tools that would help support Lean projects
- Discuss lean labor history, methodology, and benefits
- Highlight business processes and key concepts in process improvement
- Understand how metrics will help develop a payroll department

## Program Outline

### Perfect Paycheck

- Common challenges
- Components of the perfect paycheck
- Payroll errors
- Payroll costs – do you know what they are?

### Lean Labor and the Benefits

- Competitive positioning
- What is Lean?
- Lean versus Six Sigma
- Benefits of Lean
- Seven areas of waste
- Lean Tools
- Single-piece flow and standardization

### Identifying the Business Process

- The need for change
- Improving a process
- Plan, Do, Check, Act

- Don't stop now
- Key concept of business process improvement
- Execution – Gemba Walk

### Roles of Payroll Within the Organization

- Placing value on the workforce
- Role of the payroll department
- Empower the payroll team
- Make the team strong

### Automation of Payroll Processes

- Production disruptions
- Understanding the data
- Payroll technology selection
- Cost of producing a paycheck
- Benefits of automation
- Managing complex and multiple pay rules
- Balancing labor and demand

