Foundations of Payroll Analytics
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
• Effective Use of Graphics
• Tables
• Line Graphs
• Bar Graphs
• Pie Charts

MODULE 5:
Using Analytics to Detect and Prevent Global 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 Analytics to Improve the Payroll Operation
• Performance Metrics
• Benchmarking
• APA/GPMI Deloitte Global Payroll
   Benchmarking Survey

MODULE 7:
Using Metrics to Monitor the Payroll Operation
• Becoming a Data Driven Payroll Leader
• What and How Global Payroll Metrics Are Used to Monitor the Operation
• How Payroll Analytics Are Used to Measure Performance

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