

# Payroll OMG – Optimization, Management & Growth Course Outline

## Perfect Paycheck

- Common challenges
- The perfect paycheck has 3 components
- 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
- Time to celebrate
- Don't stop now
- Key concept of business process improvement – execution
- Execution – Gemba Walk

## Roles of Payroll Within the Organization

- Placing value on the workforce – including Payroll
- 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