

# Payroll OMG – Optimization, Management & Growth

## COURSE OUTLINE

### **Perfect Paycheck**

- Common challenges
- 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
- Do not 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