

## Analyzing Your Current Payroll System

Before you begin the search for new payroll software, you should analyze your current payroll software capabilities and payroll procedures. This will help you to identify more specifically the areas where current and future business needs are not being met. This in turn will help guide your new payroll software selection.

| Payroll Function                           | Evaluation Criteria<br>Does Your Current Payroll Software . . .                                                                                                                                                                                                                                                                                                                                                                                                                         | Meets Needs              | Doesn't Meet Needs       |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Business Organization                      | <ul style="list-style-type: none"> <li>Allow assignment of codes that accurately reflect your business structure (for example multiple employers, divisions, departments, locations, jobs, projects, and more?)</li> </ul>                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Payment Policies (Earnings)                | <ul style="list-style-type: none"> <li>Allow earning codes to be defined that accurately reflect your payment and reimbursement policies for each employer, employee, and contractor in your business?</li> </ul>                                                                                                                                                                                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee Time Collection and Processing    | <ul style="list-style-type: none"> <li>Accurately and easily collect and process time information (including) regular time, overtime, illness, vacation, bonuses, and labor allocations) with timesheet entry templates and/or interfaces with external time collection systems?</li> </ul>                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| Accruals and Attendance Tracking           | <ul style="list-style-type: none"> <li>Accurately, easily, and flexibly accrue time for employee attendance plans (such as vacation, personal, and illness) and track and report each employee's accrued, taken, and available balance hours for each plan?</li> </ul>                                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Deductions                                 | <ul style="list-style-type: none"> <li>Allow you to define deductions from pay for each employee (such as insurance premiums, savings plan contributions, union dues, loan repayments, garnishments, tool purchases for the job, tax-deferred contributions, and charitable contributions)?</li> <li>Allow you to easily and flexibly manage the deductions with rules such as withholding frequencies, calculation methods, employer matching, and accumulating in arrears?</li> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |
| Payroll Processing                         | <ul style="list-style-type: none"> <li>Allow you to set up user-defined pay groups and then quickly and accurately perform gross-to-net calculations that include earnings, deductions, and tax withholdings and create check information for the current pay period?</li> <li>Allow you to run a "trial payroll" gross-to-net calculation process and reports to ensure that all amounts balance prior to creating history records and printing checks?</li> </ul>                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Printing Checks and Direct Deposit Advices | <ul style="list-style-type: none"> <li>Allow you to preview and print standard and customized checks and direct deposit advices for selected pay groups?</li> <li>Support MICR (magnetic ink character recognition) printing on checks that meets bank standard specifications?</li> </ul>                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Banking                                    | <ul style="list-style-type: none"> <li>Support the ACH (Automated Clearing House) Federal Reserve System standards for creating transaction files to the ACH member bank to process your employees' direct deposits and your company's tax deposit information required for depositing federal payroll taxes electronically?</li> <li>Support State Disbursement Unit (SDU) Routing Numbers for electronic funds transfer (EFT) of child support payments?</li> </ul>                   | <input type="checkbox"/> | <input type="checkbox"/> |

# Payroll Procedures Guide Sample

**Douglas W. Kurz**



## **Payroll Procedures Guide Sample:**

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*Department of the Navy Source Data System Procedures Manual* United States. Navy Department. Office of the Comptroller,1988      **The Nonprofit Manager's Resource Directory** Ronald A. Landskroner,2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism      **Audit and Accounting Guide: Employee Benefit Plans** AICPA,2016-11-21 Considered the industry standard resource this guide provides practical guidance essential information and hands on advice on the many aspects of accounting and authoritative auditing for employee benefit plans This new 2016 edition is packed with information on new requirements including the simplification of disclosure requirements for investments in certain entities that calculate net asset value per share or its equivalent the simplification of disclosures for fully benefit responsive investment contracts plan investment disclosures and measurement date practical expedient and a new employee stock ownership plans chapter that includes both accounting and auditing

**Internal Controls Policies and Procedures** Rose Hightower,2008-10-13 Drawing on her many years as a consultant to numerous companies big and small author Rose Hightower infuses Internal Controls Policies and Procedures with her wealth

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*Accounting Policies and Procedures Manual* Steven M. Bragg, 2012-06-19. Now in a fifth edition, *Accounting Policies and Procedures Manual: A Blueprint for Running an Effective and Efficient Department* is a how-to guide on creating an effective and efficient accounting department policies and procedures manual. Written by Steven Bragg, the foremost authority in accounting and controllership issues, the new edition includes a new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual. More coverage of accounting procedures including inventory, billing, cash receipts, pricing, order entry, credit collections, sales returns, capital budgeting, cash forecasting, payroll, and closing the books. *Accounting Policies and Procedures Manual* is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry.

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**Accounting for Payroll** Steven M. Bragg, 2004-06-21 A one stop resource for setting up or improving an existing payroll system The most comprehensive resource available on the subject Accounting for Payroll A Comprehensive Guide provides up to date information to enable users to handle payroll accounting in the most cost effective manner From creating a system from scratch to setting up a payroll department to record keeping and journal entries Accounting for Payroll provides the most authoritative information on the entire payroll process Ideal for anyone new to the payroll system or as a skill honing tool for those already immersed in the field this hands on reference provides step by step instructions for setting up a well organized payroll system or improving an existing one *Occupational Compensation Survey--pay Only* ,1993

*Occupational Compensation Survey--pay and Benefits* ,1996 *Wiley CPA Examination Review, Outlines and Study Guides* Patrick R. Delaney, O. Ray Whittington, 2011-07-05 Complete coverage of the new CBT e format for the newly revised CPA Exam With 2011 bringing the greatest changes to the CPA exam in both form and content Wiley CPA Exam Review 38th Edition is completely revised for the new CBT e CPA Exam format Containing more than 2 700 multiple choice questions and including complete information on the new Task Based Simulations these books provide all the information needed to pass the uniform CPA examination Covers the new addition of IFRS material into the CPA exam Features multiple choice questions new AICPA Task Based Simulations and written communication questions all based on the new CBT e format Covers all requirements and divides the exam into 45 self contained modules for flexible study Offers nearly three times as many examples as other CPA exam study guides Published annually this comprehensive two volume paperback set provides all the information candidates need to master in order to pass the new Uniform CPA Examination format **Administrative**

**Procedures Manual** United States. National Archives and Records Administration, 1985 Workday Certified Administrator Certification Prep Guide : 350 Questions & Answers CloudRoar Consulting Services, 2025-08-15 Prepare for the Workday Certified Administrator exam with 350 questions and answers covering core HCM functionality configuration reporting security business processes and best practices Each question provides detailed explanations and practical examples to ensure exam readiness Ideal for HR administrators and Workday specialists Workday Certified Administrator HCM Configuration Reporting Security Business Processes Best Practices Exam Preparation Career Growth Professional Development HR Tech ERP Workday Skills IT Certifications **California. Court of Appeal (2nd Appellate District). Records and Briefs** California (State)., Number of Exhibits 3 Received document entitled SUPPLEMENTAL REQUEST FOR JUDICIAL NOTICE **Wiley CPA Examination Review 2007-2008, Outlines and Study Guides** Patrick R. Delaney, Ray Whittington, 2007-06-11 Wiley CPA Exam review 34th Edition 2007 2008 Volume 1 Outlines and Study Guides Covers all four sections of the CPA examination point by point Stresses important topical areas to study for each part Helps establish a self study preparation program Divides exam into 45 manageable study units Provides an outline format supplemented by brief examples and illustrations Makes material easy to read understand and remember Includes timely up

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*Policies and Procedures Manual for Accounting and Financial Control* Douglas W. Kurz, 2003-05

*Automated Payroll, Cost, and Personnel System (APCAPS)* United States. Defense Logistics Agency, 1986

**Payroll** Vicki M. Lambert, IOMA, 2005-03-04 This book will help anyone who is responsible for a payroll department to manage payroll functions with the maximum efficiency and within compliance requirements It will demonstrate the optimal methods for the basic functions of payroll through to year end and management Proposed chapters include Part One Basic Functions of the Payroll Department 1 Time Records 2 Form W 4 3 New Hires 4 Errors and Corrections 5 Tax Deposits and Reporting 6 Garnishments Part Two Staffing the Payroll Department 7 Creating a First Rate Payroll Department 8 Managing the Staff 9 Staff Motivation and Morale 10 Working with Human Resources and other Departments Part Three Management Issues 11 Customer Service 12 Fraud 13 Dealing with the Internal Revenue Service 14 Handling Department of Labor Audits 15 Compliance Issues 16 Research Needs Part Four Benefits and the Payroll Department 17 Should Payroll Handle the Company s Benefits 18 Year End and Year Beginning Issues Part Five Payroll Systems 19 Objectives of a Computerized Payroll System 20 Interfacing and Integration 21 Selecting a Computerize Payroll System 22 Controls and Security for the Payroll System 23 Disaster Recover a Must 24 Time and Attendance Systems 25 Employee Self Service Systems Part Six Paying Employees 26 Paper Checks are Still an Option 27 Direct Deposit 28 Paycards Part Seven Year End 29 Start Year End Off With a Memo 30 Year End Teams 31 Check Lists 32 Reconciliation of Payroll at Year End 33 Form W 2 Part Eight Payroll and the New Year 34 Setting Up the Payroll System for the New Year 35 Setting Up the Payroll Department for the New Year Part Nine Professionalism and the Payroll Department 36 What is a CPP 37 Why you should become one 38 Studying for the test 39 Ongoing training 40 Professional organizations

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