



Payroll: A Guide to Running an Efficient Department

Vicki M. Lambert, IOMA

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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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