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WAYS TO

POSITIVELY IMPACT PAYROLL

Ultimate SOFTWARE

PAYROLL

MAKING A POSITIVE IMPACT & WHY IT MATTERS

- PAYROLL IS A HUGE COST CENTER—NOT ONLY AS THE SOURCE OF WAGES AND SALARIES, BUT IN THE COST OF PROCESSING

- CONTROLLING COSTS IN PAYROLL MEANS DIRECT SAVINGS TO THE BOTTOM LINE

- INCREASED EFFICIENCIES AND STREAMLINED PROCESSES BENEFIT ALL EMPLOYEES

- IMPROVEMENTS IN PAYROLL ADD VALUE TO YOUR ORGANIZATION

- A SEAT AT THE TABLE—IF GIVEN DUE ATTENTION, PAYROLL CAN HAVE ENORMOUS STRATEGIC IMPACT AT ANY COMPANY

SO HOW DO WE GET THERE?

I. AUTOMATION
II. INFORMATION
III. RECONCILIATION
IV. PROCESS IMPROVEMENT
V. NEW TECHNOLOGIES

PAPERLESS PAYROLL
GOING GREEN CAN SAVE YOU GREEN.

PAPERLESS PAYROLL REDUCES WASTE AND
CUTS COSTS LIKE:

- CHECK AND DIRECT DEPOSIT ADVANCE
  PRINTING
- SHIPPING COSTS—EITHER ON YOUR OWN
  OR THROUGH A VENDOR
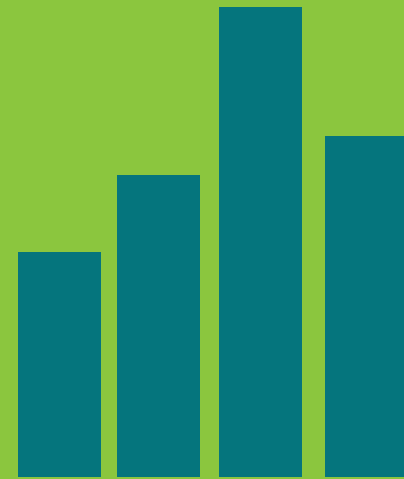- TIME AND LABOR SPENT ON PROCESSING
  AND DISTRIBUTION

DON'T WAIT! ENSURE THAT PAPERLESS PAY
IS ACCEPTABLE AT YOUR ORGANIZATION,
THEN ROLL IT OUT.

AUTOMATION

IMPORT DATA AUTOMATICALLY

MANUAL DATA ENTRY WASTES TIME AND RESOURCES, IMPEDES EFFICIENCY, AND INCREASES THE RISK OF COSTLY ERRORS. USE AUTOMATED IMPORTS WHENEVER POSSIBLE TO COLLECT DATA: TIME CLOCKS, EARNINGS, DEDUCTIONS, AND MORE.

IMPORTANT! USE YOUR JUDGMENT. AN IMPORT MAY NOT BE EFFICIENT WHEN CAPTURING JUST A FEW RECORDS.

AUTOMATION

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AUTOMATION

AUTOMATE YOUR WORKFLOWS

ELIMINATE PAPER FLOW FOR APPROVALS WHILE SIMULTANEOUSLY ENSURING AN ELECTRONIC RECORD FOR EACH ONE. AUTOMATED WORKFLOWS:

- **REDUCE THE RISK OF ERROR**
- **DECREASE TIME TO APPROVAL/POSTING**
- **BYPASS TYPICAL PAPER PROCESS DELAYS**

AUTOMATED CHANGE REQUEST PROCESSING MEETS ELECTRONIC REPORTING AND SIGNATURE REQUIREMENTS.

IMPORTANT! ENSURE ALL DIGITAL DATA IS PROPERLY ARCHIVED, AND CAPTURE A USER NAME AND TIME/ DATE STAMP AT EACH STEP ALONG THE WAY.

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CONSIDER USING PAY CARDS

PAY CARDS, AVAILABLE IN MOST STATES, ARE A COST-EFFECTIVE ALTERNATIVE TO DIRECT DEPOSIT OR PAPER CHECKS. SIMILAR TO AN ATM CARD, PAY CARDS ALLOW EMPLOYEES TO WITHDRAW MONEY OR MAKE PURCHASES IN LIEU OF USING CASH.

PAY CARDS ARE WORTH CONSIDERING AS PART OF A PAPERLESS INITIATIVE.

INVESTIGATE THE OPTIONS OFFERED BY BANKS AND VENDORS TO FIND THE BEST FIT FOR YOUR EMPLOYEES AND UNDERSTAND THE LIMITS OF CERTAIN CARDS.

AUTOMATION

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ADOPT ELECTRONIC TIMEKEEPING

ONE OF THE BIGGEST AUTOMATION CHANGES ANY PAYROLL TEAM CAN MAKE.

A BEST-IN-CLASS TIMEKEEPING SOLUTION ALLOWS EMPLOYEES TO CLOCK IN DIGITALLY AND:

- SAVES TIME AND PAYROLL MANPOWER
- REDUCES ERRORS FROM KEYING TIMESHEETS MANUALLY
- AUTOMATES RULES TO ENSURE OVERTIME AND OTHER PAY CALCULATIONS ARE ACCURATE

WITH AUTOMATED TIMEKEEPING, PAYROLL CAN HAVE AN ADDED IMPACT BY ROUTINELY AUDITING THE SYSTEM RULES TO KEEP THINGS RUNNING SMOOTHLY.

AUTOMATION

6 OBTAIN CREDIBLE CERTIFICATIONS

CERTIFICATIONS INCREASE YOUR LEVEL OF KNOWLEDGE IN MANY AREAS OF PAYROLL AND PROVIDE TANGIBLE BENEFITS:

- ADDS CREDIBILITY TO YOUR PAYROLL EXPERTISE
- HELPS YOU KEEP YOUR COMPANY COMPLIANT
- MAY LEAD TO A PROMOTION OR A NEW ROLE
- SECURES YOU FOR FUTURE DEMAND
- IMPROVES YOUR MARKETABILITY

INVEST IN YOURSELF!

INFORMATION

APA
(AMERICAN PAYROLL ASSOCIATION)

THE APA IS THE NATION'S LEADER IN PAYROLL EDUCATION. ANY OF THE APA'S ESTEEMED CERTIFICATION OPTIONS DENOTE A HIGH DEGREE OF KNOWLEDGE, SKILLS AND ABILITY IN THE PAYROLL PROFESSION.

KEEP UP TO DATE WITH CHANGING LEGISLATION

RESOURCES → APA SSA IRS PAYCHECKCITY

PAYROLL IS A HIGHLY REGULATED FIELD.
THERE'S A LOT ON YOUR PLATE:

- KNOW FEDERAL, STATE AND LOCAL LABOR LAWS, TAX RULES, DATA PRIVACY RESTRICTIONS, AND MORE.
- SAVE YOUR ORGANIZATION FROM COSTLY PENALTIES AND FINES!
  - KEEP YOUR ORGANIZATION OUT OF AN AUDIT SITUATION
  - PROVE THE RELEVANT LAWS WERE FOLLOWED IN THE EVENT OF AN AUDIT.

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INFORMATION

TAKE PART IN YOUR PAYROLL SOLUTION'S USER GROUP MEETINGS

MOST SOFTWARE VENDORS OFFER USER GROUP MEETINGS— WHETHER IT'S A MONTHLY CALL OR AN ANNUAL CONFERENCE. ENJOY BENEFITS LIKE THESE BY PARTICIPATING:

- **STAY INFORMED ABOUT UPDATES, UPGRADES, AND NEW FEATURES**
- **NETWORK WITH OTHER USERS**
- **GET FRESH IDEAS, SHARE EXPERIENCES, AND BUILD CONNECTIONS WITH OTHERS WHO USE YOUR PAYROLL SOLUTION**

REMEMBER: GET CONFERENCE COSTS ON THE BUDGET EARLY, TAKE RELEVANT CLASSES, AND SEEK OUT THE PEOPLE WHO CAN HELP—LIKE A RELATIONSHIP MANAGER OR YOUR CUSTOMER-SUPPORT REPRESENTATIVE.

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INFORMATION

NETWORK WITH YOUR PEERS

GO BEYOND THE USER GROUP MEETINGS OFFERED BY YOUR VENDOR.

OVER **1,300** PAYROLL-RELATED GROUPS CAN BE FOUND ON LINKEDIN.

DON'T MISS ADDITIONAL OPPORTUNITIES TO INTERACT WITH YOUR PEERS.

- ATTEND NETWORKING LUNCHES AND PROFESSIONAL EVENTS AFTER HOURS
- PARTICIPATE IN PROFESSIONAL GROUPS AND FORUMS VIA SOCIAL NETWORKS
- JOIN VIRTUAL EVENTS IF YOU'RE SHORT ON TIME AND BUDGET
- ATTEND ADDITIONAL VENDOR EVENTS, IF APPLICABLE

IMPROVE PAYROLL REPORTING

EVERYONE NEEDS ACCURATE INFORMATION —FROM MANAGEMENT TO TAX AGENCIES TO PART-TIME EMPLOYEES—AND USING A BEST-IN-CLASS REPORTING TOOL IS THE BEST WAY TO DELIVER IT.

- LEARN YOUR REPORT BUILDER TO ENSURE QUICK AND EASY DATA EXTRACTION
- PRIORITIZE REQUESTS ("MUST-HAVES" VERSUS "NICE-TO-HAVES")
- ELECTRONICALLY DISPERSE DATA AUTOMATICALLY (ALSO CALLED "BURSTING"), AND SEND ALERTS AS NEEDED
- IF YOU CAN'T WRITE THE REPORT YOU NEED, DON'T GIVE UP; GET TRAINING OR ASSISTANCE FROM YOUR VENDOR

RECONCILIATION

PERFORM MONTHLY CHECK/BANK RECONCILIATION

THE BEST WAY TO CATCH FRAUD OR UNUSUAL ACTIVITY IN YOUR ORGANIZATION'S BANK ACCOUNT(S).

THINGS TO LOOK FOR:

- **OUTSTANDING CHECKS**
- **DUPLICATE PAYMENTS**
- **UNUSUALLY HIGH VOLUME**

LOOK TO YOUR PAYROLL SOLUTION FOR HELP. USE YOUR PROVIDER'S CHECK RECONCILIATION FEATURE AND RUN REPORTS TO EXTRACT THE DATA FROM YOUR PAYROLL SYSTEM.

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USE A YEAR-END CHECKLIST

PROPERLY PREPARE FOR YEAR-END RIGHT FROM THE START WITH A WELL ORGANIZED CHECKLIST

- BEGIN WITH FAMILIAR TASKS FROM PREVIOUS YEARS
- DON'T FORGET THE SMALL DETAILS
- CREATE A DUE-DATE CALENDAR
- HAVE REGULAR PLANNING MEETINGS WITH YEAR-END PROCESS STAKEHOLDERS
- NOTE OFT-OVERLOOKED REQUIREMENTS LIKE THIRD-PARTY SICK PAY

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PERFORM A MONTHLY/QUARTERLY TAX RECON

- TAX RECONCILIATION SHOULD BE DONE ON A REGULAR BASIS—MONTHLY IS BEST!
- SIMPLE PROCESS: TRACK YOUR WAGES ON A PER PAY, MONTHLY, QUARTERLY, AND ANNUAL BASIS.

FOR SOME TAXES (LIKE FIT AND SIT) YOU CAN ONLY VERIFY WAGES. BUT FOR SS, MEDICARE, FUTA, AND SUI YOU CAN EVEN CALCULATE AND COMPARE THE TAXES. WAGES CAN BE VERIFIED BY TAKING GROSS WAGES LESS PRE-TAX DEDUCTIONS (SECTION 125, 401K FOR FIT AND SIT, DEPENDENT CARE, EXEMPT WAGES AND EXCESS WAGES).

WAITING LEADS TO PROBLEMS.

SAVE HOURS, DAYS, OR EVEN WEEKS OF TIME SPENT RESEARCHING PROBLEMS AND PLUGGING HOLES LATER IN THE YEAR.

4 AUDIT YOUR PAYROLL RESULTS

RECONCILIATION

IMPORTANT! PAYROLL ERROR CAUSES BUSINESSES TO OVERPAY THEIR EMPLOYEES BY AN AVERAGE OF 1.2%, TOTALING MILLIONS OF DOLLARS WORLDWIDE EVERY YEAR.

- ESTABLISH A PROCESS TO VERIFY THE RESULTS OF PAYROLL
- REMEMBER, PROACTIVE VERIFICATION IS BETTER
- IF PAYROLL IS POSTED, THE DATA CANNOT BE CHANGED, WHICH MEANS MORE WORK FOR YOU LATER
- CREATE/REQUEST APPLICABLE VALIDATION REPORTS
- CONDUCT SENSIBILITY CHECKS AGAINST PRIOR PAYROLLS: WAGES, DEDUCTIONS, AND TAXES
- ENSURE SYSTEM CHANGES ARE TESTED BEFORE PRODUCTION

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TAKE ADVANTAGE OF POSITIVE PAY

POSITIVE PAY, ANOTHER BEST PRACTICE FOR AUDITING, CAN HELP YOU DETECT AND STOP CHECK FRAUD.

THE PROCESS IS SIMPLE:

- **USING YOUR PAYROLL SOLUTION, GENERATE A POSITIVE PAY FILE LISTING ALL ISSUED CHECKS AND SEND TO THE BANK**
- **WHEN A CHECK IS PRESENTED FOR PAYMENT, THE BANK USES THE POSITIVE PAY FILE TO CONFIRM IT'S PRESENT**
- **IF ANY DISCREPANCIES EXIST, THE BANK WILL CONTACT YOU**

HOW TO IMPLEMENT POSITIVE PAY

1. **CONTACT YOUR BANK TO REQUEST TO START USING POSITIVE PAY.**
2. **GENERATE THE FILE: TYPICAL DATA REQUIRED INCLUDES DATE, CHECK NUMBER, DOLLAR AMOUNT, AND POSSIBLY EMPLOYEE NAME/ADDRESS.**
3. **SEND THE FILE TO THE BANK TO RECONCILE ANYTIME YOU RUN PAYROLL OR GENERATE CHECKS.**

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COMBINE RELATED DUTIES TO BOOST EFFICIENCY

IF YOU HAVE A LARGE PAYROLL DEPARTMENT, CONSIDER COMBINING DUTIES TO AVOID OVERLAPPING RESPONSIBILITIES WHILE MAINTAINING PROPER CHECKS AND BALANCES. REVIEW EACH ROLE'S RESPONSIBILITIES AND HOW THEY'RE ACCOMPLISHED. PLAY ON EACH TEAM MEMBER'S STRENGTHS TO ACHIEVE A STREAMLINED PAYROLL TEAM.

FOR EXAMPLE, ONE TEAM MEMBER CAN BE RESPONSIBLE FOR ALL TAX RECONCILIATION, OR ONE PERSON CAN BE ASSIGNED TO COMPLETE TIME CLOCK IMPORTS FOR ALL PAYROLL PROCESSORS.

CENTRALIZE YOUR PAYROLL

PAYROLL PROCESSED IN DIFFERENT LOCATIONS IS OFTEN A WASTE OF TIME AND RESOURCES THAT COULD BE BETTER SPENT ON STRATEGIC ACTIVITIES.

CENTRALIZING YOUR PAYROLL PROCESSING CAN HELP YOU:

- **COMBINE DUTIES**
- **GAIN EFFICIENCIES BY REDUCING DOWN TIME**
- **STANDARDIZE PROCESSES**
- **CREATE AN ENVIRONMENT FOR INCREASED CONTROLS**
- **LEVERAGE COSTS**

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COMBINE CORPORATE ENTITIES

DOES YOUR ORGANIZATION HAVE MULTIPLE COMPANIES (FEINS)? IS THERE A SOUND BUSINESS REASON FOR HAVING THEM?

AFTER A MERGER OR ACQUISITION, MANY ORGANIZATIONS RETAIN THE NEW COMPANY AS A SEPARATE BUSINESS ENTITY. THIS MIGHT SEEM EASIER IN THE SHORT TERM, BUT COMBINING THEM CAN INCREASE EFFICIENCY AND SAVE MONEY.

IF THE TIMING'S RIGHT TO COMBINE BUSINESS ENTITIES, PERFORM A COMPARATIVE ANALYSIS BETWEEN THE TWO SYSTEMS AND KEEP THE BEST PRACTICES FROM EACH. IT MAY REQUIRE CHANGES TO PAY FREQUENCY, BENEFITS STRUCTURE OR OTHER SYSTEMS, BUT ALL OF THIS IS MANAGEABLE WITH PROCESS MAPPING.

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COMBINE OR CHANGE PAYROLL FREQUENCIES

IF YOUR ORGANIZATION PAYS DIFFERENT GROUPS OF EMPLOYEES ON DIFFERENT FREQUENCIES TAKE THE TIME TO UNDERSTAND WHY, AND CONSIDER COMBINING PAY CYCLES OR REDUCING PAY FREQUENCY FOR GREATER EFFICIENCY. THIS CAN HAVE NUMEROUS BENEFITS:

- REDUCES NUMBER OF PROCESSING PERIODS
- ELIMINATES NEED FOR MONTHLY GL ACCRUAL
- FEWER TAX DEPOSITS, INTERFACES
- MORE DOWN TIME IN BETWEEN CYCLES

THESE PAYROLL EFFICIENCIES MAY COME AT THE EXPENSE OF MORE COMPLEX OR ONEROUS TIMEKEEPING. ALWAYS FIND THE BEST FIT FOR YOUR COMPANY.

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PROCESS IMPROVEMENT

STAY ON TOP OF SYSTEM UPGRADES

NOTHING BRINGS PAYROLL TO A GRINDING HALT LIKE AN OUTDATED SOLUTION.

WHETHER IT'S BECAUSE YOUR SOLUTION LACKS RECENT COMPLIANCE UPDATES OR SIMPLY BECAUSE IT'S MISSING NEW ENHANCEMENTS, YOU NEVER WANT TO BE CAUGHT USING A PAYROLL SYSTEM THAT NEEDS AN UPGRADE WHEN IT'S ALREADY TOO LATE.

IF YOUR TEAM IS PERFORMING SYSTEM UPGRADES ON YOUR OWN, BE SURE TO TEST—ESPECIALLY CUSTOMIZATIONS—BEFORE ANY PROCESSING.

SAAS (SOFTWARE-AS-A-SERVICE) HANDLES THIS FOR YOU.

47%
OF COMPANIES ARE EXPECTED TO HAVE ADOPTED CLOUD SOLUTIONS WITHIN THE NEXT TWO YEARS.

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NEW TECHNOLOGIES

TAKE ADVANTAGE OF ROLE-BASED ACCESS FOR EMPLOYEES

EMPOWER EMPLOYEES WITH THE TOOLS TO HANDLE THE MOST FREQUENT PAYROLL TASKS THEMSELVES VIA ROLE-BASED ACCESS.

ASSIST EMPLOYEES WITH VIEWING CRUCIAL DATA ONLINE SUCH AS:

- **SALARY AND TAX INFORMATION**
- **PRINTABLE PAY STUBS AND W-2S**

YOU CAN LIMIT WHAT EMPLOYEES SEE AT ANY GIVEN TIME.

ENABLE EMPLOYEES TO MAKE CHANGES TO THEIR OWN DATA FOR EVEN MORE BENEFITS:

- **REDUCES PAPER FLOW TO HR AND PAYROLL**
- **EMPLOYEE BECOMES ACCOUNTABLE FOR DATA**
- **REDUCES WAIT TIME FOR CHANGES TO TAKE EFFECT**
- **REDUCES RISK OF ERROR IN KEYING**
- **ENGAGES EMPLOYEES**

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NEW TECHNOLOGIES

LEVERAGE ROLE-BASED ACCESS FOR MANAGERS

ROLE-BASED ACCESS CAN ALSO ENABLE YOUR MANAGERS TO VIEW IMPORTANT PAY DATA ON THEIR DIRECT REPORTS, PUTTING THEM IN BETTER CONTROL OF THEIR WORKFORCE WHILE REDUCING SUPPORT CALLS TO HR AND PAYROLL.

EMPOWERING MANAGERS WITH THIS KIND OF ACCESS WILL:

- REDUCE PAPERWORK
- ENSURE PAY CHANGES ARE ENACTED AS SOON AS POSSIBLE
- LIMIT CHANGES IF NECESSARY
- ENABLE MANAGERS TO CREATE THEIR OWN CUSTOM REPORTS FOR STRATEGIC ANALYSIS
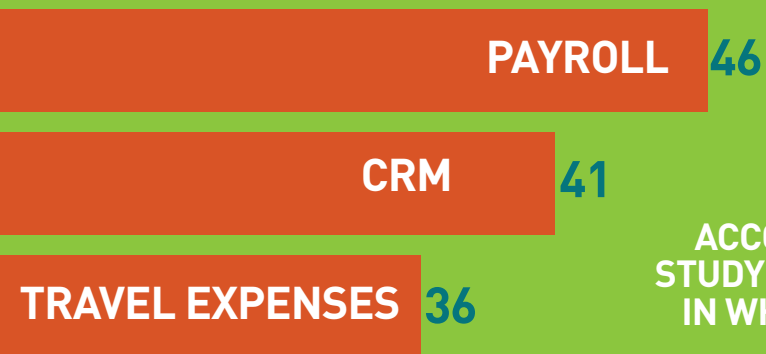
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NEW TECHNOLOGIES

EMBRACE A FUTURE-PROOF TIME MANAGEMENT SOLUTION

UPGRADING YOUR TIMEKEEPING SYSTEM TO A FULL-FLEDGED, CLOUD-BASED SOLUTION CAN YIELD A NUMBER OF ADVANTAGES:

- AUTOMATIC UPDATES FOR TIMEKEEPING RULES AND COMPLIANCE
- REDUCED MANUAL DATA ENTRY
- STREAMLINED RULES AND AUTOMATED WORKFLOWS
- SIMPLIFIED AUDITING
- COMPREHENSIVE REPORTING FOR EASY LABOR MANAGEMENT AND SCHEDULING

PAYROLL **46**

CRM **41**

TRAVEL EXPENSES **36**

ACCORDING TO A RECENT GARTNER STUDY, PAYROLL IS THE DEPARTMENT IN WHICH THE CLOUD CAN HAVE THE MOST IMPACT.

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NEW TECHNOLOGIES

HARNESS DATA INTEGRATION

SHARING DATA BETWEEN TWO APPLICATIONS: ARE YOU USING AN INTERFACE OR INTEGRATION?

INTERFACES REQUIRE USER ACTION TO SHARE DATA, SUCH AS A FILE TRANSFER, WHEREAS INTEGRATED SYSTEMS TALK TO ONE ANOTHER WITHOUT ANY ACTION NECESSARY.

TRUE INTEGRATION = HIGHEST DATA INTEGRITY, SIMPLIFIED COMPLIANCE, AND THE LEAST RISK OF CORRUPTION.

OUTDATED SYSTEMS MAY NOT EVEN INTEGRATE DATA BETWEEN HR AND PAYROLL. IF YOU TAKE ADVANTAGE OF A COMPREHENSIVE HR AND PAYROLL SOLUTION DELIVERED IN THE CLOUD, YOU WILL HAVE THE OPPORTUNITY TO INTEGRATE AS MUCH OF YOUR DATA AS POSSIBLE.

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ADOPT AUTOMATED FILE TRANSFERS/ SCHEDULING

TAKE ADVANTAGE OF A SOLUTION THAT ALLOWS YOU TO SCHEDULE REPORTS AND DATA EXPORTS AUTOMATICALLY, WITHOUT ANY MANUAL ACTION OR INTERVENTION NEEDED. AUTOMATIC FILE TRANSFERS:

- CAN RUN AT NIGHT TO ENSURE THEY DO NOT INTERFERE WITH OPERATIONS AND HAVE PROPER BANDWIDTH
- REDUCE DOWNTIME DURING BUSINESS HOURS
- REDUCE MANUAL LABOR
- ADAPT WHEN DATA IS CHANGED WITHOUT HAVING TO CREATE AN ENTIRELY NEW PROCESS

ENSURE YOUR PAYROLL DEPARTMENT ISN'T WASTING TIME MOVING FILES WHEN IT COULD BE DOING THINGS THAT ADD MORE VALUE TO YOUR ORGANIZATION.

UltiPro® CAN HELP

ULTIPRO® BY ULTIMATE SOFTWARE IS THE MOST FLEXIBLE, FUNCTIONAL CLOUD PAYROLL ENGINE ON THE MARKET.

ACCESS ALL PAYROLL ACTIVITIES IN ONE PLACE:
- VIEW YOUR PAYROLL CALENDAR AND PAY DATES
- SELECT A PAY GROUP FOR PAYROLL PROCESSING
- CHECK PAYROLL SETUP
- REVIEW PROCESSING STATUS AND RESULTS
- ACCESS REPORTS

PLUS, YOU CAN SIMPLIFY AND AUTOMATE THE PAYROLL PROCESS, CONFIGURING YOUR OWN PAYROLL MODELS BY BUNDLING A SERIES OF PAYROLL STEPS INTO ONE.

TO DISCOVER HOW ULTIPRO CAN POSITIVELY IMPACT PAYROLL
AT YOUR ORGANIZATION, TAKE A QUICK TOUR: