

Operations SOP Example

This is a sample Standard Operating Procedure (SOP) created for demonstration purposes. It outlines the workflow for onboarding and payroll data entry within an operations team. All data and processes are generic examples.

1. Employee Onboarding: Collect new hire documents, verify identification, and enter employee data into HRIS system (Workday).
2. Payroll Setup: Add employee to payroll system (ADP/QuickBooks). Verify pay rate, tax information, and banking details.
3. Data Verification: Cross-check entered data with signed onboarding forms and HR approvals.
4. Payroll Processing: Run bi-weekly payroll cycle. Validate hours worked and deductions before approval.
5. Expense Reimbursements: Review submitted expense reports. Approve or reject based on compliance with policy.
6. Reporting: Generate payroll summary and expense reimbursement report for management review.
7. Documentation: Archive payroll and reimbursement records in compliance with audit requirements.

This SOP ensures payroll and expense management are handled with accuracy, compliance, and efficiency while supporting smooth operations within the organization.