



ACCOUNTING AND FINANCE

Strategic Payroll Practices

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Strategic Payroll Practices

Program Overview

This course provides insightful perspectives on complex payroll taxation topics, operational effectiveness, employee development, emerging technologies, and other issues when developing a successful strategy to guide a payroll department.

Who Should Attend:

Experienced payroll professionals and managers, administrators, and directors who oversee, or aspire to manage, payroll operations, and anyone preparing for the Certified Payroll Professional (CPP) exam.

Learning Objectives:

- Understanding and identifying the effectiveness of payroll operations
- Managing change in a payroll operation
- Ensuring proper taxation of executive compensation
- Understanding payroll business continuity plans

Program Outline:

Planning and Organizing Payroll Operations

• Values
Vision
• Mission
 Aligning payroll's visions and missions
Objectives/key results
Management by planning
 Third-party relationships management (service vendors – contract management)
• Understanding business partners
Project management
 Managing international relationships
Measuring Payroll Operations' Effectiveness
• Cost analysis/cost of payroll check
Benchmarking
• APA's Payroll Benchmarking Study results
Performance metrics

• How to identify the cost of your
• Payroll – what are the components?
•Impact of new benefits/
• establishing policies
• Auditing the payroll process and efficiency
• Writing a business case
Budgeting payroll operations
• Service level agreements
• Quality assurance
 Measuring quality in the
• payroll department
Employee Development
• Career path
• Identifying job requirements
Developing job requirements
• and staffing

Writing job d	escriptions	
Interviewing	candidates	
Performance	feedback	
 Taking correct 	tive action	
• Measuring er	mployee development	
Prioritizing Your Tir	ne	
Organizing th	rough delegation	
Planning and	leading a meeting	
Change Manageme	nt	
• Change vs. tr	ansition	
• Crisis manago	ement	
Measuring su	ccess	
Trends in Payroll Pr	actices and Technology	
•Shared service	es	
• Call centers		
Outsourcing		

 Business process outsourcing
 Business transformation
 outsourcing
 Offshoring
•Internet use by payroll professionals
• Employee and manager self-service
•Internet-based technologies
• Biometrics
• GPS technology
•Imaging and document storage
Payroll and smart phones and tablets
Payroll Technology Selection
• System selection
• Executive support
• Project team
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o Discrete process outsourcing

•Interfaced vs. integrated
•technology systems
• Identifying requirements
Current situation analysis
• Functional requirements document
• Request for information
• Request for proposal
• Decision factors
• Selection process
Business Continuity Planning
Benefits of a business continuity plan
Creating a business continuity plan
• Updating the plan
•Testing the plan
Complex Taxation Issues
Social security/Medicare taxation

0	Common pay agent
0	Supplemental unemployment
0	benefits
0	Railroad Retirement Tax Act
• Dealing	with the IRS and SSA
0	Penalty notices
0	Audits
0	Reconciliation issues
0	Penalties/abatement/ reasonable cause
0	Preventing penalties
0	IRS' Taxpayer Advocate Service
0	SSA reconciliation letters
• Merger	s and acquisitions overview
0	Unemployment insurance
0	Transfer of experience rating
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o Common paymaster

- State issues
- Standard and alternate tax and
- reporting procedures
- Social security tax issues
- W-2 and 941 reporting issues
- Discrimination testing
 - Retirement (401(k)) plans
 - o Group-term life insurance
- Taxing Executive Compensation
 - o The IRS' executive compensation
 - compliance strategy
 - Additional Medicare tax on executives
 - Withholding requirements from
 - executive compensation
 - 39.6% supplemental wage withholding
 - Gross-ups of executive compensation

 Stock compensation
■ Section 83(b) elections
■ Restricted stock
■ Phantom stock
■ Nonstatutory stock options
•
Golden parachute payments
Nonqualified deferred compensation plans
 Section 409A requirements
Split-dollar life insurance contracts
Security Issues
Check fraud
• HIPAA requirements
Payroll Auditing

Chauffeur services

o Aircraft (SIFL calculation)

