

*Webinar on*

# **Payroll Check-Up (What To Look For Before And After You Process To Ensure Accuracy And Timeliness)**

*Date : 19 March 2019*

# • Areas Covered

- Payroll changes-track*
  - Pay Frequency audit Segregation of duties - Communication with other units
- Timekeeping reports*
  - Payroll Preview Verification
- Importance of input controls*
  - Comparison to previous – simplified EXCEL method
- Yearly calendar dates*
  - Using pre- and post-processing reports



This webinar, you'll learn tips and methods to verify all your payroll variables before you commit a final payroll to your IT team or your outside processor!

**PRESENTED BY:**

*Merle M. Capello, CPP has been a payroll manager and educator for more than 30 years. She has held the CPP designation for more than 20 years and has worked in various industries, including manufacturing, data analysis, public relations and finance. She has also consulted with payroll processing startups and established clients as payroll and payroll tax subject matter expert.*

Date : 19 March 2019

Time : 01 : 00 PM EST

Duration : 90 Minutes

Price: \$149

# Webinar Description

What's the best way to avoid expensive and time-consuming payroll errors? Why, avoid them, of course! In this webinar, you'll learn tips and methods to verify all your payroll variables before you commit a final payroll to your IT team or your outside processor!

You'll learn: how to create the most efficient checklists for your pre-processing checks; the best way to create your calendar for a full year, encompassing all pay frequencies as well as holidays and days that will affect a specific cycle; how to create your own reports for audit purposes; as well as how to use your payroll vendor's available reports for your best results. Running a payroll preview, verifying your totals, creating a comparison – these are all strategies to be used to ensure that your payroll is as accurate as you can make it.

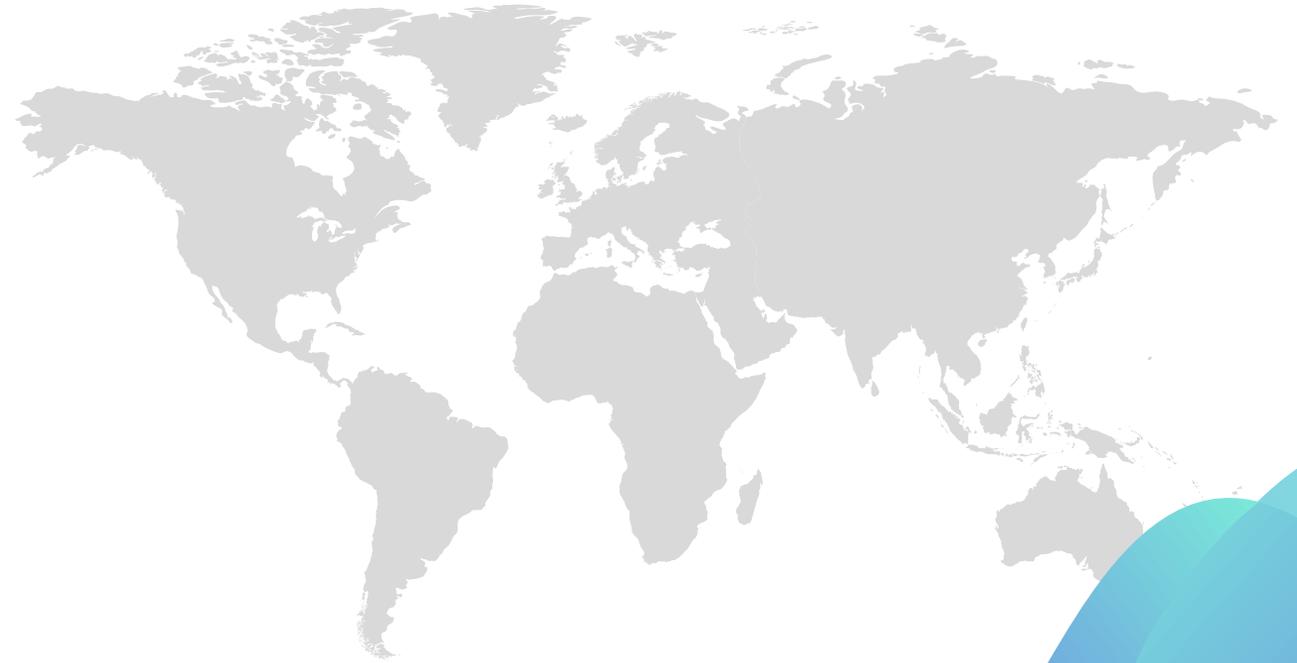
The webinar will touch on all aspects of payroll “ins” and “outs”. These include hires, terminations, leaves, pay increases, benefit deductions, and changes, and employer payments.



# Who Should Attend ?

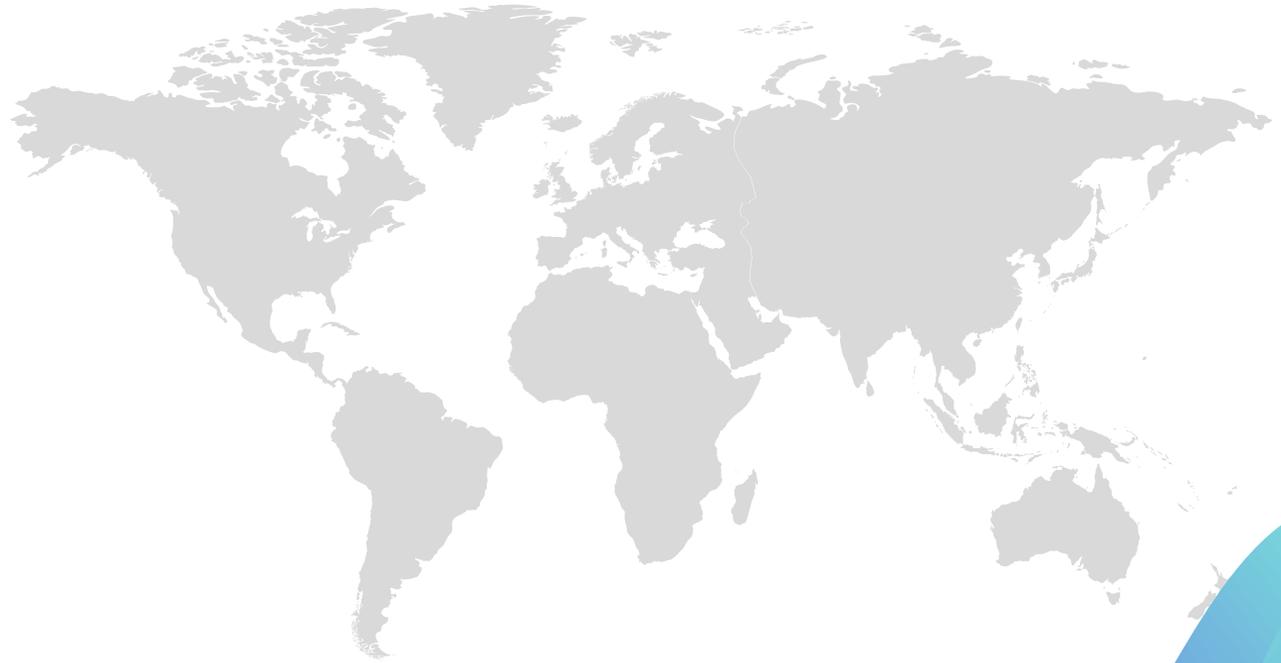
*Payroll Teams and Payroll Associates*

*Payroll Supervisor and Payroll Manager*



# Why Should Attend ?

*Whether you're new to payroll or not, you can use tips on how to make your processing easier, more accurate and less stressful. Using everyday tools like the calendar, some relatively simple reports, and a good communications process to ensure that your payroll process remains professional, timely and error-free. The webinar will include ideas on how to maintain a schedule, how to deploy your team members and how to keep your process painless. Regardless of the size of your company, you'll be able to learn something about process improvement by taking this webinar!*



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