

Ria Payroll Guide

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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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