

Payroll Action Plan, March 2024

1. Identify training and cross training needs
 - a. Payroll team to provide list to workgroup of specific training and cross training needs by end of day 3/13
 - b. Workgroup to review and determine what resources are necessary to provide such training (ERP team, consultant, etc); strong preference for instructor-led training
2. Mapping business processes
 - a. Process flow from departmental HR coordinators to central payroll to benefits
 - b. Identify points of interaction and responsibility between payroll and benefit teams
 - c. Highlight any manual processes and consider further automation
3. Developing written SOPs
 - a. Following mapping, develop written SOPs for all payroll (departmental and central payroll) and benefit activities
4. Reconciling Payroll Revolving Fund
 - a. Conduct general reconciliation/audit
 - b. Identify areas of imbalance and potential causation and how such factors can be mitigated going forward
5. Ongoing QA/QC measures
 - a. Develop plan for ongoing payroll QA/QC
 - b. Determine appropriate interval for ongoing revolving fund reconciliation
6. Identifying ongoing staffing or organizational operational resources to support implementation