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Payroll: A Guide to Running an Efficient Department

By V. M. Lambert

Wiley. Hardcover. Book Condition: New. Hardcover. 304 pages. 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...



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A must buy book if you need to adding benefit. I am quite late in start reading this one, but better then never. Its been designed in an exceptionally easy way in fact it is only after i finished reading this publication where in fact modified me, alter the way in my opinion.

-- Prof. London Gerlach

This book will never be easy to start on looking at but quite entertaining to read. It is actually packed with wisdom and knowledge It is extremely difficult to leave it before concluding, once you begin to read the book.

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