

10 ways to identify issues with your payroll



1.) YOU GET LOTS OF QUERIES ON PAYDAY

Perhaps your payslip design is too hard to understand or there are genuine errors in the process but a high volume of queries on payday suggests that there may be an underlying problem.

2.) HMRC KEEP SENDING REVISED TAX CODES

Maybe you have submitted employee data incorrectly on your FPS files, or new records have been created as part of the academy conversion process. If you are concerned about this HMRC can scan your employee for duplicate records.

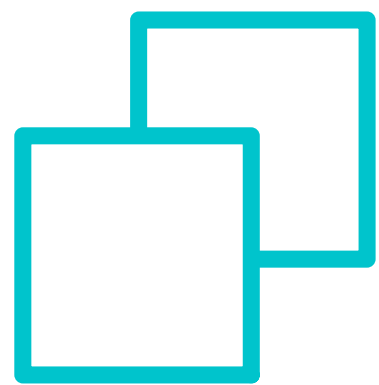


3.) YOUR UPLOADS TO TP REQUIRE MANUAL WORK

If your data files for Teachers Pensions require manual workarounds to upload this would suggest either inaccurate data or flawed processes. TP require data to be accurate and you are audited regularly so ensuring the correct data and accurate deductions is essential.

4.) YOUR FINANCE SYSTEM AND PAYROLL SYSTEM DON'T RECONCILE

This would suggest that there are manual journals, or 'postings' outside of the normal payroll interface with finance. We always recommend that files are taken directly from payroll into the finance system without any manipulation.



5.) YOU HAVE LOTS OF SPREADSHEETS!

Often spreadsheets are introduced as a way of tracking transactions or as a method of running calculations that are not already configured in the payroll product - if you have a whole host of spreadsheets involved in the payroll process - it's time to get a review!

6.) THE PERSON RESPONSIBLE FOR PAYROLL IS STRESSED

This might sound like a simple one but payroll shouldn't be stressful - with defined processes and systems configured correctly the payroll professional should be able to check and authorise payroll with ease..



7.) EMPLOYEES OWE YOU MONEY



Yes we know sometimes late instructions from managers or forgotten overtime forms can occur but if there are constant overpayments on payroll due to a number of errors this would suggest flaws in either processes or communication.

8.) YOU GET A BAILIFF IN RECEPTION

This might sound horrifying but is a fairly common occurrence when organisations have issues in payroll. Bailiffs may appear if an HMRC debt has not been paid on time, or if you are due to deduct 'Attachment of Earnings orders' from employees and fail to do so or fail to notify the issuing authority why you haven't deducted them.



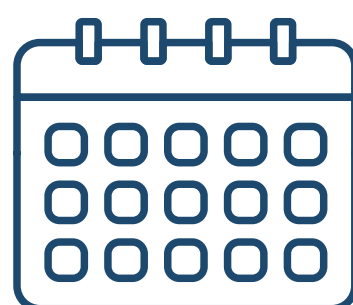
9.) YOU RECEIVE A GRIEVANCE



Sometimes when an employee has been paid incorrectly on a number of occasions and don't feel they are getting anywhere with payroll they will raise a grievance to have the issue fully resolved.

10.) YOUR PAYROLL IS THE SAME VALUE EVERY MONTH

This might seem strange but if your payroll is the same this month as last month there could be an issue - think about the volume of transactions that are processed around absence, overtime, changes to pension rates, incremental progression (and many more). If your payroll is the same as last month - check it!



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