Payroll Continuous Improvement Team

The Payroll Continuous Improvement team will be responsible for developing and implementing improvement strategies related to payroll processing. The Team will pair Business office, Payroll and HR staff to work collectively with the goal being to improve and grow the working relationships between the groups. The team will review and with an effort toward ensuring employee are paid properly and timely. The groups work very closely and rely on each other to ensure timely deadlines are met and completed on time, improved communication and understanding can be invaluable.

Team Composition

The leadership of the committee would comprise of the Payroll Manager and the Acting Business Manager Payroll Liaison. The shared leadership would help diversify the agenda of meetings and ensure members have a dedicated communication link to respective areas. Sponsors of the committee would be Chris Martin, Linda Baer and Eva Nodine.

The committee would be made up of following staff:

Business Office- 11 staff members (3-large clusters reps and 1-each from the smaller). The staff would be a combination of account assistants and business managers. The representatives would bring strong payroll background and a strong team building mindset. The intent would be to have each cluster represented in order for reps to go back and share what they have discussed to the entire cluster.

Payroll- 5 staff members (2-PASC, 2-Payroll and 1-Tax). Payroll would be represented by a combination of staff from the pre-appointment and post-appointment sides which would include a tax representative. This mix would bring broad based coverage of the payroll services area and allow for discussion of the end to end payroll process.

Human Resources- Benefits representative

Team Objective

The processes of paying staff at Purdue requires multiple steps by all those involved from getting the PA prepared by the BO, entry of the actions into SAP and culminating in the payroll write process and payment. With all the steps involved there needs to be a good relationship between the Business Office and the Payroll Services area.

Strengthened relationships through an understanding of each other’s areas can create a shared responsibility model that could lead to not only better working relationships but also potential for process and system improvements.

Meetings would be held with agendas that could range from general process discussion, demonstrations by each area of their processes and finally general discussion of tips to help each other. The key is get both areas at the table with the focus being overall on creating a working relationship between the groups that has the ability to improve the common goal of ensuring staff get paid and on time.
There is a strong need to continue to look at possible end to end process improvements of how we enter and pay staff. This group could be an avenue to draw out ideas and feedback to help the overall process.

**Meeting structure**

The meeting structure would consist of an hour and half meeting monthly, with the agenda decided upon by the committee leadership. Meetings would also rotate location from FREH one month and on campus the next.

The need for this committee centers on the key issues of paying people correctly and timely. Both payroll and the Business Office are pivotal in making this occur. By coming together to build relationships and understanding between the two areas we stand to build an opportunity in which we can work collectively toward that common goal.