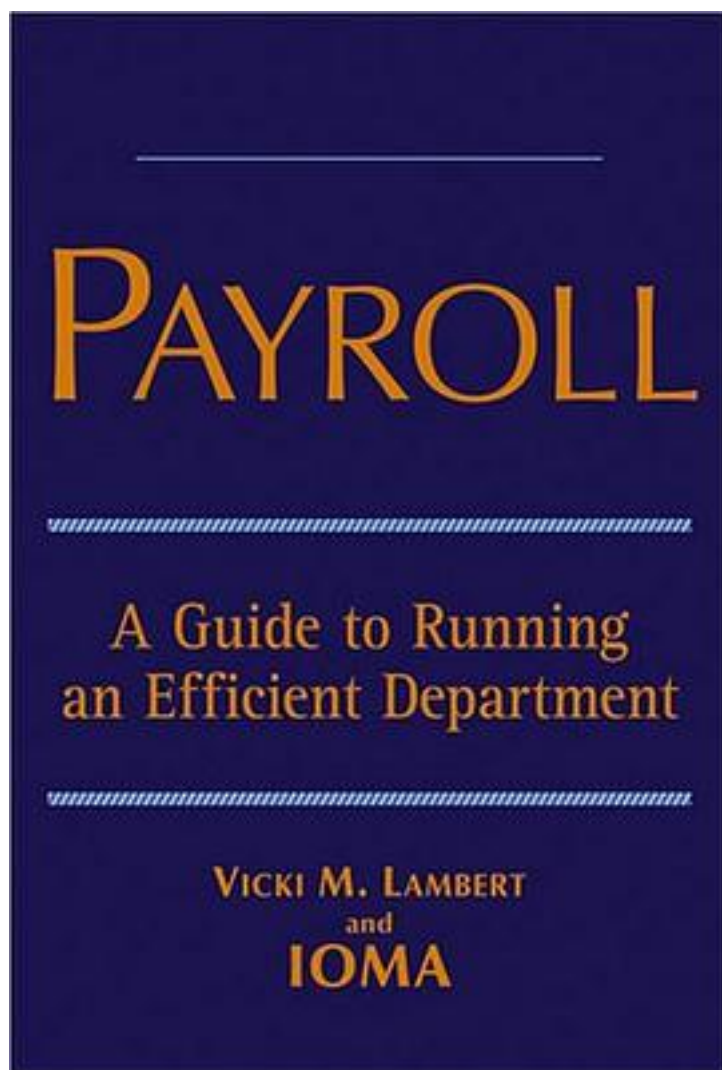


Payroll



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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. The proposed chapters include: Part One Basic Functions of the Payroll Department; Time Records, Form W 4, New Hires, Errors and Corrections, Tax Deposits and Reporting, Garnishments; Part Two - Staffing the Payroll Department, Creating a First Rate Payroll Department, Managing the Staff, Staff Motivation and Morale, Working with Human Resources and other Departments; Part Three Management Issues: Customer Service, Fraud, Dealing with the Internal Revenue Service, Handling Department of Labor Audits, Compliance Issues, Research Needs; and Part Four Benefits and the Payroll Department: Should Payroll Handle the Company's Benefits? Year End and Year Beginning Issues. It also includes part five Payroll Systems: Objectives of a Computerized Payroll System, Interfacing and Integration, Selecting a Computerize Payroll System, Controls and Security for the Payroll System, Disaster Recover a Must, Time and Attendance Systems, Employee Self Service Systems; Part Six Paying Employees: Paper Checks are Still an Option, Direct Deposit, Paycards; Part Seven Year End: Start Year End Off With a Memo, Year End Teams, Check Lists, Reconciliation of Payroll at Year End, Form W 2 Part Eight Payroll and the New Year: Setting Up the Payroll System for the New Year, Setting Up the Payroll Department for the New Year; Part Nine Professionalism and the Payroll Department: What is a CPP? Why you should become one, Studying for the test, Ongoing training, and Professional organizations.

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