

Payroll Expenses Controls

Payroll Deductions; Actual Matches the Master Deduction despite Leave without Pay

Identify payroll deductions from active employees where the actual total deduction matches the master total despite leave without pay.

Required Fields: Date of Departure, Leave Without Pay, Master Total Deduction, Actual Total Deduction

Multiple Payments to the Same Employee

Capture past employees who are receiving both actual net pay and retirement benefit pay.

Required Fields: Date of Departure, Actual Net Pay, Retirement Benefit Pay Amount

Trend Analysis of Employee Payments for any Month

Bi-weekly (semi-monthly) trend comparison of actual net pay by employee

Required Fields: Employee Number, Employee Name, Bi Week, Actual Net Pay, Date of Departure

Payroll Payments to Previous Employees

Isolate payroll payments where the payment date is after the employee departure / termination date

Required Fields: Date of Departure, Actual Net Pay

Potential Duplicate Payroll Payments to the Same Bank Account Number

Capture potential duplicate payroll payments to the same account number in the same payment period

Required Fields: Date of Departure, Bank Account Number of Employee, Payment Reference Date

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Potential Duplicate Payroll Payments to the Same Social Security Number

Capture potential duplicate payroll payments to the same social security number in the same payment period

Required Fields: Date of Departure, Social Security Number, Payment Reference Date

Potential Duplicate Payments to Employees with the Same Date of Birth

Capture potential duplicate payroll payments to different employees having the same date of birth in the same payment period

Required Fields: Employee Number, Date of Departure, Date of Birth, Payment Reference Date

Inaccurate Payroll Payments While Employee is on Leave without Pay

Identify employees receiving full-time pay without an adjustment/reduction for their leave without pay

Required Fields: Date of Departure, Actual Total Allowance Master Total Allowance, Leave Without Pay

Employees who have not Taken Leave in more than 'x' Months

Isolate employees who have been working longer than a configurable limit of 'x' months

Required Fields: Employee Number, Payment Reference Date, Date of Departure, Leave Aailed

Potential Duplicate Employees

Capture potential duplicates where different active employees have the same bank account number

Required Fields: Employee Number, Date of Departure, Bank Account Number of Employee

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Employee and Payment Approver are the same Person

Isolate payroll payments where the active employee and the approver of the payments are the same person

Required Fields: Employee Name, Date of Departure, Checker

Splitting of Employee Payments

Filter out multiple payroll payments made to the same employee on the same date for the same pay period by the same payment approver

Required Fields: Employee Number, Payment Reference Number, Payment Reference Date, Date of Departure, Checker, Bi-Week, Maker

Manipulation of Employee Leave Payments

Identify payments to active employees where leave payments are in excess of the employee's available leave balance

Required Fields: Date of Departure, Leave Balance, Leave Aailed

Departmental Count of Employee Departures

Prepare a summary statement of employee departures per department in the review period

Required Fields: Employee Number, Department, Date of Departure

Variations in Master Total Deductions within the same Department

Isolate transactions where the department, grade, job or year/month of employment are the same but the master total deductions are different

Required Fields: Date of Employment, Date of Departure, Master Total Deduction, Grade, Department, Designation

Employees Monthly Average Net Pay varies more than 'x' % of the Grade Average Net Pay

Isolate employees having an average net pay varying more than 'x' % of the corresponding average net pay for everyone in the same grade

Required Fields: Employee Number, Month, Grade, Department, Net Pay Amount, Date of Departure

Employee Actual Net Pay Relative Size Factor

Derive employee ratios of highest to next highest actual net pay (relative size factor) and checking for ratios above 'x' % which can be user defined

Required Fields: Employee Number, Employee Name, Actual Net Pay, Payment Reference Number, Date of Departure

Staff Loan Recoveries Changes

Identify changes in the amount of staff loan recoveries per employee in any month of the review period

Required Fields: Employee Number, Date of Departure, Actual Staff Loan Recovery

Federal Tax withholding not deducted in any Month

Isolate employees where federal tax withholding has not been deducted in any month of the review period

Required Fields: Date of Departure, Actual Federal Withholding Tax Deduction

Employees Receive Multiple Performance Incentive Pay

Capture employees receiving multiple performance incentive during the review period

Required Fields: Employee Number, Employee Name, Date of Departure, Actual Performance Incentive

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Employees Receiving the Same Master Total Deduction despite a Grade Change

Isolate employees receiving the same master total deduction despite a grade change

Required Fields: Employee Number, Date of Departure, Master Total Deduction, Grade

Employees Payroll Count in any month Greater or Less than 2

To prepare a summary of employees monthly count of payroll payments and to check that they equal 2

Required Fields: Employee Number, Employee Name, Date of Departure, Actual Net Pay, Month, Bi-Week

Incorrect Medicare Tax Deducted

Identify employees where Medicare tax has not been deducted at a user-configurable 'x' % of the actual total allowance

Required Fields: Date of Departure, Actual Total Allowance, Actual Medicare Tax

Incorrect Social Security Tax Deducted

Identify employees whose Social Security tax has not been deducted at a user configurable 'x' % of the actual total allowance

Required Fields: Date of Departure, Actual Total Allowance, Actual Social Security Tax

Payroll Payments without a Social Security Number

Isolate employees to whom payroll payments have been made with missing Social Security Number / Tax ID references

Required Fields: Date of Departure, Social Security Number

Payroll Payments made to Employees with Invalid Social Security Numbers (Invalid Number of Digits or Characters)

Identify employees payroll payments have been made with an incorrect social security number reference not containing 9 digits or containing letters.

Required Fields: Date of Departure, Social Security Number

Age Count of Employee Departures

Prepare a summary statement of a count of employee turnover for a user-configurable age range

Required Fields: Employee Number, Date Of Birth, Actual Net Pay, Date Of Departure

Variations in Master Total Allowance within the same Department

Isolate transactions where the department, grade, job or year/month of employment are the same but the master total allowance is different

Required Fields: Date of Employment, Date of Departure, Master Total Deduction, Grade, Department, Designation

Variations in Federal Tax withholding deducted

Identify employees where federal tax withholding deducted has changed from pay period to pay period

Required Fields: Date of Departure, Actual Total Allowance, Actual Federal Withholding Tax Deduction

Payments to Employees Where Ratio of Actual Total Deduction to Actual Total Allowance is more than 'x' %

Identify payroll payments to active employees where the ratio of actual total deduction to actual total allowance is more than a user configurable percent

Required Fields: Date of Departure, Actual Total Allowance, Actual Total Deduction

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Employees Receiving the Same Master Total Allowance despite a Grade Change

Isolate employees receiving the same master total allowance despite a grade change

Required Fields: Employee Number, Date of Departure, Master Total Allowance, Grade

Employees Receiving Retirement Benefits after Reinstatement

Identify employees who have become reinstated after retirement and are still continuing to receive retirement benefits in active employment

Required Fields: Employee Number, Date of Departure, Retirement Benefit Pay Amount

Payments to Employees Where Actual Total Deductions are Zero

Identify payroll payments to active employees where actual total allowances have been paid although actual corresponding deductions are zero

Required Fields: Date of Departure, Actual Total Allowance, Actual Total Deduction

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