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


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


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

Part Six Paying Employees

26. Paper Checks are Still an Option, 27. Direct Deposit, 28. Paycards

Part Seven Year End


Part Eight Payroll and the New Year

34. Setting Up the Payroll System for the New Year, 35. Setting Up the Payroll Department for the New Year

Part Nine Professionalism and the Payroll Department

36. What is a CPP? 37. Why you should become one, 38. Studying for the test, 39. Ongoing training, 40. Professional organizations

---

**ABOUT THE AUTHOR**

**Vicki M. Lambert**, CPP (certified payroll professional), is a respected consultant, lecturer, and author of many books and articles. She lectures extensively throughout the United States on payroll administration and compliance issues for clients that have included Automatic Data Processing, CCH Incorporated, Ceridian Employer Services, and The Employer Group. She conceived of, created the teaching materials, and coordinated the program for the certificate in Payroll Practice and Management offered at several universities nationwide. Lambert has been a guest lecturer at the American Payroll Association Annual Symposium and the American Society for Payroll Management Forum and Trade Show, among others. She has written articles for the *Payroll Practitioner's Monthly State Tax Alert* (IOMA), *The Payroll Advisor* (Aspen), *California Payroll Compliance Report* (ProPub) and *Wage-Hour Compliance Report* (ProPub), and she is a monthly contributing editor for the *Payroll Practitioner's Monthly* (IOMA).

**IOMA**, New York, NY, The Institute of Management and Administration, offers high quality information products for business professionals. It provides benchmarking data, advisory services, custom content, expert analysis, management training, newsletters, audioconferences, and many newsletters, special reports and other services to offer the best “in-the-trenches” management advice available.

---

To purchase this product, please visit [https://www.wiley.com/en-sg/9780471702238](https://www.wiley.com/en-sg/9780471702238)