



## How a retail furniture company cut payroll processing time by 50% with Payroll Grid

50% less time processing payroll

8 hours saved each payroll

33% fewer employees working on payroll

A large retail furniture company (with employees in eight locations in two states) needed to block out large chunks of time every two weeks to prepare and review payroll. Processing payroll was complicated because it had three classifications of employees – salaried, hourly and commissioned. The payroll process had a lot of steps and a lot of places where errors could be made.

Six people, from both HR and Accounting, were responsible for preparing payroll. They had accepted that their current, complicated process was just the way payroll needed to be prepared ... before Payroll Grid, that is.

### Problem

Processing payroll every two weeks took a significant amount of time. The HR department had two specialists spending four to six hours on their part of the checklist. When HR finished, the job was turned over to Accounting – which then spent an additional four to six hours preparing every payroll.

Payroll was prepared in as many as eight “batches” to account for different employee pay structures. And the company followed a detailed 14-page payroll checklist.

Because of how time-consuming preparing payroll was, the company couldn’t give its payroll specialist additional work – she needed to spend a full day devoted to payroll.

“We definitely knew when it was payroll day,” the company’s controller and tax director said. “We knew not to bother our payroll specialist on payroll day, because she couldn’t be distracted or she

“Of all the changes I’ve been a part of with Paycom, this is the one I’m most happy with.”



wouldn't be able to get it done. There were pain points when a holiday would cause us to lose a processing day, because if we didn't come in and work the holiday, we were cutting it really close in terms of getting payroll transmitted on time."

## Solution

The company found out about Payroll Grid through an email from Paycom. Next, it had an informative conversation with its dedicated Paycom specialist, who took the time to explain Payroll Grid, point out its features and help set it up.

"Her willingness to help us made it easy for us to want to switch, because it seemed like the product was going to be very beneficial for us," the company's controller and tax director said about the Paycom specialist.

On a conference call, the specialist helped set up data sets, which replaced the "batches" of data the company had been using. After about two hours of her help, they were ready to start using Payroll Grid.

## Results

To help give the team peace of mind that Payroll Grid would work well, the company ran a test payroll with its dedicated Paycom specialist, using live data, where it prepared payroll the old way and using Payroll Grid. The results were outstanding.

"Six people were involved [with payroll] before," the company's controller and tax director said. "Now we're down to four - from prep to review to transmit."

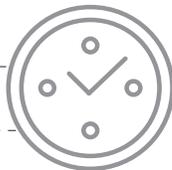
Once the data sets were set up and complete, the whole process became simpler and more efficient. The payroll specialist is now able to accomplish more because she doesn't need a full day dedicated to payroll, and HR only needs one specialist to prepare payroll. Plus, that 14-page checklist is now down to eight pages. Team members no longer have to block out a significant amount of time every two weeks to prepare payroll, because Payroll Grid has helped them follow a streamlined routine.

"We love Payroll Grid," the company's controller and tax director said. "Now we just have the data sets, bring them together, it's one shot. We love it. It's taken [our] four- to six-hour process to two hours. It's amazing for us!"

"Payroll Grid simplifies the entire preparation process."



8 HOURS SAVED PER  
PAYROLL



X

26 PAYROLLS  
PER YEAR

=

APPROXIMATELY

208 HOURS SAVED  
ANNUALLY



*This case study reflects actual data and results from a Paycom client. Because of our commitment to protecting the identity of our clients, we do not share our clients' names publicly. However, we have many happy clients eager to share their story with you when you're ready to meet with one of our Paycom representatives.*