ADMIN GUIDE

Perfect Payroll

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Perfect Payroll is new tool designed for payroll processors to quickly identify potential issues during the payroll preview stage. It provides actionable alerts categorized by type and severity. This information helps ensure payroll accuracy and compliance, saving time and reducing errors.

6 Insights

Banking and Payment Issues

Employment Compliance Concerns (Ex. Benefit Enrollment Anomalies)

Employment Details Inconsistencies (Ex. SOC Code Missing)

Payroll Processing Errors (Ex. Missing Timesheets or Unusual Pay Rate Changes)

Personal Identification Discrepancies

Tax and Wage Anomalies (Ex. Zero Net Pay, Excessive Payroll Amounts, Excessive Wages or Hours)

3 Severity Levels

Informational (I): General notifications to bring awareness to potential concerns.

Warning (W): Medium-priority issues requiring review.

Error (E): High-priority issues needing immediate attention to prevent critical failures.

Go to Payroll Processing » **Process Payroll**. Click Preview to generate the Payroll Insights and Pay Data Insights.

Payroll Insights

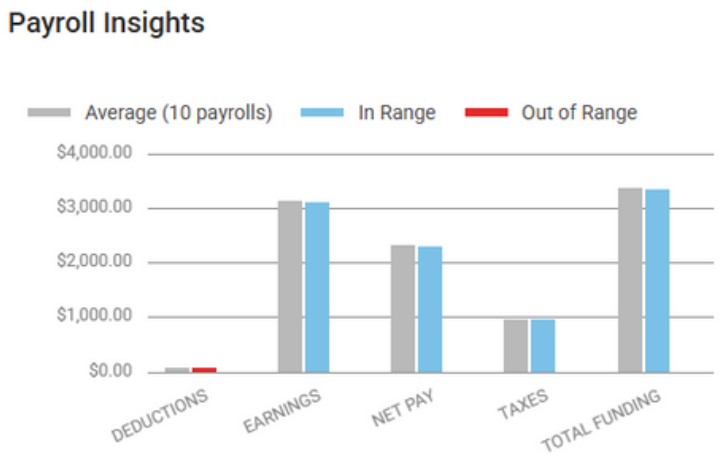
The Payroll Insights graph visually compares the average of up to the last 10 regular payrolls in a pay group.

Key Metrics

In Range: Payroll values within 10% of the average.

Out of Range: Payroll values exceeding a 10% variance.

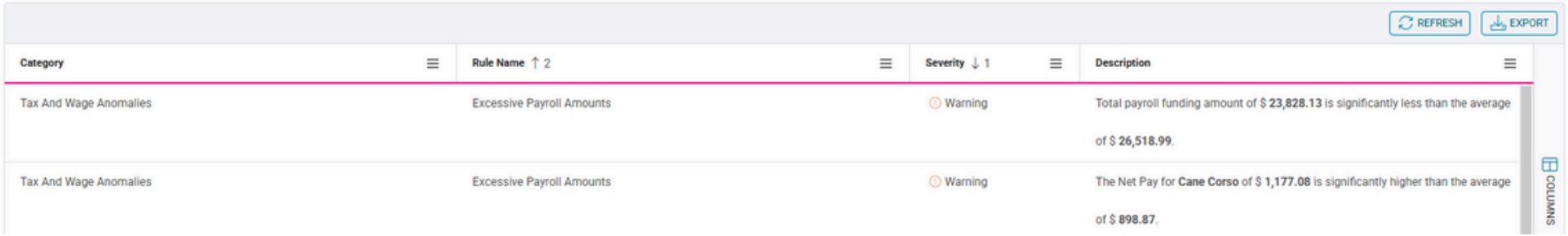
Note: If fewer than 10 regular payrolls exist, the graph uses the available data for calculations.



Pay Data Insights

Before the payroll submission, confirm no unresolved errors (E), review flagged warnings (W) for accuracy & compliance, and submit payroll before any upcoming holidays (I).

Pay Data Insights



FAQs

What happens if I don't resolve an error classified as critical?

- Critical errors (E) must be addressed immediately to ensure legal compliance and prevent payroll processing failures.

Can I use Perfect Payroll for non-standard payroll types?

- Perfect Payroll is designed to analyze regular payroll runs. For non-standard payrolls, some insights may not apply.

Why is my Payroll Insights Graph showing "Out of Range"?

- This occurs when payroll totals deviate by more than 10% from the rolling average of your last 10 payroll runs.

Payfluence

Service Beyond Expectation

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