

# Contents

<b>Preface</b>		<b>xi</b>
<b>Chapter 1</b>	<b>Success or Failure with Best Practices</b>	<b>1</b>
<b>Chapter 2</b>	<b>Employee Time Tracking</b>	<b>11</b>
<b>Chapter 3</b>	<b>Employee Benefits and Deductions</b>	<b>23</b>
<b>Chapter 4</b>	<b>Payroll Forms and Reports</b>	<b>39</b>
<b>Chapter 5</b>	<b>Payments to Employees</b>	<b>49</b>
<b>Chapter 6</b>	<b>Commission Calculations and Payments</b>	<b>69</b>
<b>Chapter 7</b>	<b>Payroll Outsourcing</b>	<b>83</b>
<b>Chapter 8</b>	<b>Payroll Management</b>	<b>93</b>
<b>Chapter 9</b>	<b>Payroll Systems</b>	<b>127</b>
<b>Chapter 10</b>	<b>Payroll Controls</b>	<b>139</b>
<b>Chapter 11</b>	<b>Payroll Measurements</b>	<b>153</b>
<b>Chapter 12</b>	<b>Payroll Policies and Procedures</b>	<b>165</b>
<b>Chapter 13</b>	<b>Best Practices Implementation Plan</b>	<b>185</b>
<b>Appendix</b>	<b>Summary of Payroll Best Practices</b>	<b>191</b>
<b>Glossary</b>		<b>197</b>
<b>Index</b>		<b>207</b>

