



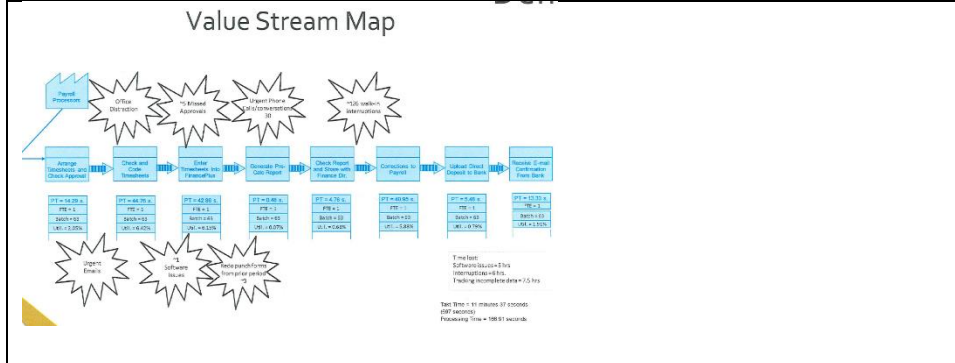
Title	Optimizing the Payroll Process		
Lead:	OSU Student Team	Date:	December, 2016
Department:	Finance	Status:	Control Phase

Background/Problem Statement

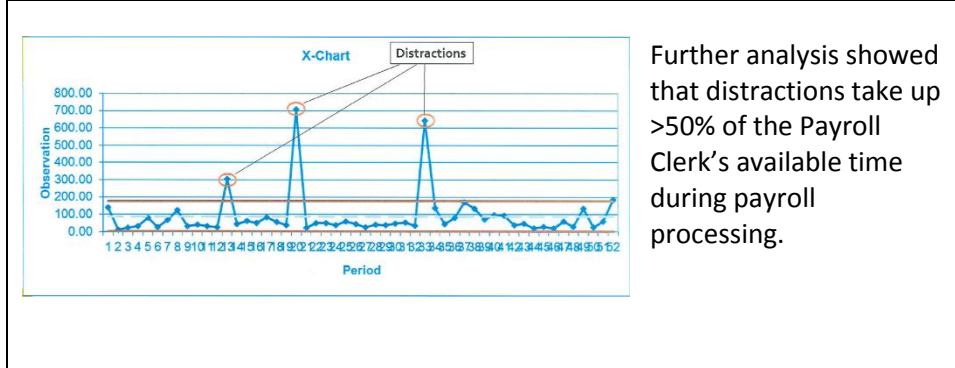
The City of Gahanna's payroll process is not optimal. During a sample period from Aug 29-Sept 12, 29 labor hours were used to process payroll compared to a target of 24 labor hours.

Goal: Improve payroll process to reduce manual processes and improve first-time accuracy. Optimize process to be integrated into new software solution.

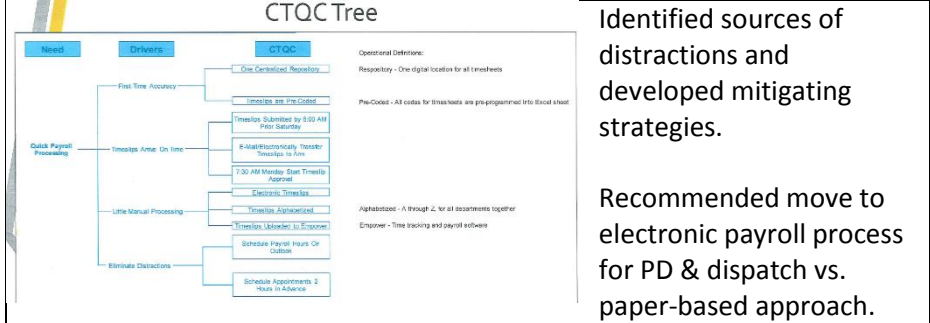
Current Condition



Analysis



Solution/Implementation Plan



Results

If recommended solutions are implemented, project team estimates that 14 hours of process time could be eliminated. Still working on implementation

KPI	Required labor hours for payroll process
KPI Target	<24
KPI Performance*	15

*estimated

Follow Up/Next Steps

Identified Office Configuration and 5S Opportunities to improve workflow and reduce the likelihood of distractions.

Working with Police Department to improve paper-based approach and move toward electronic timekeeping solution.