

CERTIFICATE PROGRAM

Course Outline

Module 1 – Strategy and Governance

Objectives:

- Identify your organization's strategic direction and the organizational structure to support the business needs
- Review your organization's mission, vision, and objectives
- Monitor and review the service delivery model to ensure accurate and compliant payroll processing
- Understand the importance of a robust governance structure that enables teams to carry out roles and responsibilities as assigned
- Determine if your organization's current technology roadmap enables emerging technologies, products, and processes

Module 2 – Leadership Management Across the Globe

Objectives:

- Manage and develop a payroll operations team
- Learn the importance of cultural differences and diversity and inclusion initiatives
- Discuss effective methods of communication around the globe
- Lead an effective team through change to support all stakeholders and business partners

Module 3 – Managing Payroll Operations

Objectives

- Understand roles and responsibilities throughout payroll operations
- Identify the goals of the relationship between the vendor and the organization
- Determine continuous improvement strategies and process standardization across the globe
- Review data privacy and how to map all data collected, identify who has access, and determine where it data is transferred
- Identify the reports needed to demonstrate how payroll operations support the business operations

Module 4 – Compliance and Control

Objectives

- Identify the control and compliance needs of your organization
- Review how to identify and assess risks
- Design meaningful controls to support global payroll management