

**AMERICAN
PAYROLL
ASSOCIATION**

**2019 Payroll Prism Awards
Nomination Form**

APA's Strategic Payroll Leadership Task Force (SPLTF) presents Prism Awards to Payroll organizations of any size from across the United States who have demonstrated leadership in the following Best Practices categories: Technology, Management, Processes, and Overall Best Practices. Entries are judged by SPLTF Subcommittee Chairs. Winners will be selected based on operational improvement, as well as, submitted responses to the Payroll Prism Award Discussion Questions. Past award recipients have included: Palm Beach State College, ABF Freight System, Inc., Powell Electrical Systems, Inc. and, Kelly Services, Commonwealth of Kentucky, and Brigham Young University.

Submit your entry using the following guidelines: Answer questions 1 through 5, numbering your responses. The entire entry should not exceed four 8 ½" X 11" pages, single-spaced. Email the completed form below with your discussion question responses to:

Dan Dycus, CPP

Senior Director of Education Services
American Payroll Association
ddycus@americanpayroll.org

All entries must be received by July 31, 2019.

Name of Organization: _____

Contact Name and Title: _____

Mailing Address: _____

City: _____ State: _____ ZIP + 4: _____

Phone Number: () _____ Fax Number: () _____

Contact Email Address: _____

If you have any questions or concerns, please contact Dan Dycus, CPP,
at ddycus@americanpayroll.org.

www.americanpayroll.org

Last updated: April 2019

APA's Strategic Payroll Leadership Task Force

Payroll Prism Awards Discussion Questions

Each entry is evaluated based on answers to all questions.

1. Include your organization's demographics:
 - Total revenue (last fiscal year)
 - Number of employee annual tax documents issued in 2018
 - Number of locations
 - Number of states
 - Number of countries

2. Identify Payroll Best Practices implemented in the last two years used in your payroll operation by each category listed below. Discuss how each best practice has improved functioning of your payroll organization. Discuss how each best practice has improved other departments within your company.
 - a. Management, including organizational structure, e.g., the implementation of self-directed teams or a shared services environment
 - b. Technology, e.g., the implementation of employee and manager self-service
 - c. Processes, e.g., moving from paper time cards to an automated workforce management system

3. Provide the percentage of cost savings for each item listed in Item 2 on a "per employee" basis and explain how you arrived at these numbers. Discuss the cost savings recognized within other departments of your company due to the Payroll Best Practice.
 - a. Management, including organizational structure, e.g., the implementation of self-directed teams or a shared services environment
 - b. Technology, e.g., the implementation of employee and manager self-service
 - c. Processes, e.g., moving from paper time cards to an automated workforce management system

4. Indicate how Payroll Best Practices listed in Item 2 were:
 - a. Identified as best practices for your company or industry, e.g., APA Congress; APA's Implementing Payroll Best Practices; APA Benchmarking Study; APA Fall Forum
 - b. Sold to management
 - c. Introduced to your employees and implemented

5. Tell us how you have shared the Payroll Best Practices identified in Item 2:
 - a. With your fellow payroll professionals, e.g., presentations at APA conferences, APA chapter meetings, etc.
 - b. Within your organization
 - c. With other organizations that have implemented, or are implementing your ideas

By submitting a nomination form, should you be selected as a Prism Award recipient your organization grants APA permission to summarize information from your nomination form for use in the awards presentation and APA publications.