

AMERICAN PAYROLL ASSOCIATION

2021 Payroll Prism Awards *Nomination Form*

APA's Strategic Payroll Leadership Task Force (SPLTF) presents Prism Awards to payroll organizations of any size that have demonstrated, in the last two years, leadership in the following best practices categories: Overall Best Practices, Management, Processes, and Technology. Entries are judged by the SPLTF Subcommittee Chairs. Recipients will be selected based on operational improvement as well as submitted responses to the Payroll Prism Award Discussion Questions.

Past award recipients have included:

Year	Overall Best Practices	Management	Technology	Processes
2020	U.S. Express, Inc.	Pacific Bells, LLC	Smithfield Foods, Inc.	LIFE TIME
2019	Point B	Exelon	Ingersoll Rand	QuEST Global Services NA Inc.

Submit your entries using the following guidelines:

- Best practice was implemented in the last two years (2019–2020)
- Answer all questions; the question should appear before the answer in the document
- Entry should not exceed five 8.5 x 11 inch pages, single spaced
- Font should be no smaller than 10 point
- Margins should be 1 inch on all sides
- Complete the cover page and email with your discussion questions to:

Dan Dycus, CPP
Senior Director of Education Services
American Payroll Association
ddycus@americanpayroll.org

All entries must be received by July 28, 2021

If you have any questions or concerns, please email Dan Dycus, CPP.

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Name of Organization: _____

Contact Name and Title: _____

Mailing Address: _____

City: _____ State: _____ ZIP + 4: _____

Phone Number: _____

Contact Email Address: _____

Organization Demographic Data

Number of employee annual tax documents issued in 2020: _____

Number of reporting companies (e.g., EINs): _____

Number of locations: _____

Number of states: _____

Number of countries: _____

Best Practice Category Examples:

Overall—Includes organizational changes that are able to impact management, process, and technology.

Management—Includes organizational structure, such as the implementation of self-directed teams or a shared services environment.

Processes—Moving from paper time cards to an automated workforce management system.

Technology—The implementation of employee and manager self-service.

APA's Strategic Payroll Leadership Task Force

Payroll Prism Awards Discussion Questions

Answer ALL questions:

1. Identify the Payroll Best Practice(s) used in your payroll operation. Each subsection must be answered.
 - a. Management:
 - i. how has this improved functioning of your payroll organization
 - ii. how has this improved other departments within your company
 - b. Processes:
 - i. how has this improved functioning of your payroll organization
 - ii. how has this improved other departments within your company
 - c. Technology:
 - i. how has this improved functioning of your payroll organization
 - d. how has this improved other departments within your company
2. Indicate the Cost/Time Savings listed in item 1 by:
 - a. Providing the percentage of cost and/or time savings and explain how you arrived at these numbers
 - b. Explaining the cost and/or time savings realized within other departments of your company due to the Payroll Best Practice
3. Indicate how Payroll Best Practice(s) listed in item 1 were:
 - a. Identified as best practices for your company or industry (e.g., APA Payroll Con Congress, APA's Implementing Payroll Best Practices, Payroll Benchmarking Study, Payroll Leaders Conference)
 - b. Presented to management for buy-in
 - c. Introduced to your employees and implemented
4. Tell us how you shared the Payroll Best Practices identified in item 1:
 - a. With your fellow payroll professionals (e.g., presentations at APA conference, APA local 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.