

## Lesson Plan

**Module: Cloud accounting**

**Learning Unit: Choosing a Payroll System**

<p><b>Desired Core professional goal</b></p> <p>Learners will be able to</p> <ul style="list-style-type: none"> <li>– select and implement the most suitable digital payroll system based on their business needs,</li> <li>– ensure compliance with local regulations,</li> <li>– effectively manage the system for accurate and efficient payroll processing.</li> <li>– streamline their payroll processes, save time and resources, and improve overall business operations.</li> </ul>	<p><b>Benchmark</b></p> <p>e-invoicing</p>
<p><b>Level</b></p> <p>Basic</p>	<p><b>Framework</b></p> <p>Empower</p>
<p><b>Professional micro-learning outcomes</b></p> <p>Learners will</p> <ul style="list-style-type: none"> <li>– understand the importance of implementing a digital payroll system in micro and SME businesses.</li> <li>– identify the key factors to consider when choosing a payroll system.</li> <li>– evaluate different payroll system options based on their specific business needs.</li> <li>– gain confidence in implementing and managing a digital payroll system.</li> <li>– feel confident to choose the right digital payroll system for their needs</li> <li>– identify what you need to know before deciding on a digital solution</li> </ul>	
<p><b>Micro-learning activities</b></p> <p>Learners will</p> <ol style="list-style-type: none"> <li>1. watch the video Module 4: Cloud accounting - Empower: Choosing a Payroll System: <a href="https://youtu.be/z5Q0HVjgvlc">https://youtu.be/z5Q0HVjgvlc</a> (3:00)</li> <li>2. have an option to do the following activity:</li> </ol>	

## Evaluating Payroll System Options:

Read the [Infographic with some real-life examples and case studies](#) to illustrate the importance of each factor to consider when selecting a payroll system for your business, which is described in the video you viewed. to illustrate the importance of each factor to consider when selecting a payroll system for your business, which is described in the video you viewed.

Next, let's explore the different payroll system options available in the market. There are various options to choose from, such as cloud-based systems, on-premise software, or outsourcing to a payroll service provider. Each option has its pros and cons, and it's important to evaluate them based on the factors we discussed earlier. Then conduct your own search in the web with any search engine for “digital payroll systems”.

The checklist below will help you compare and evaluate different options. This will help you make an informed decision based on your specific business needs and requirements.

### Checklist for Evaluating Payroll System Options:

- **Cost:**
  - What is the initial setup cost?
  - Are there any ongoing subscription fees or maintenance costs?
  - Does the system offer different pricing plans based on the size of your business?
  - Are there any additional charges for extra features or support?
- **Features and Functionality:**
  - Does the system offer all the necessary payroll processing features, such as calculating and managing employee wages, deductions, and taxes?
  - Can it handle different types of employee compensation, such as hourly, salaried, or commission-based?
  - Does it have the ability to handle complex payroll scenarios, such as multiple pay rates, overtime, or shift differentials?
  - Can it handle payroll for different employee types, such as full-time, part-time, or contractors?
  - Does it have the capability to generate payroll reports and provide compliance with tax regulations?
- **User-Friendliness:**
  - Is the system easy to navigate and use?
  - Does it have a user-friendly interface with clear instructions and intuitive design?
  - Does it offer self-service options for employees, such as accessing pay stubs or updating personal information?
- **Integration and Compatibility:**
  - Can the payroll system integrate with other software or systems you currently use, such as accounting or time and attendance systems?
  - Does it have the capability to import and export data to and from other systems?

- Is it compatible with different operating systems and devices?
- **Security and Compliance:**
  - Does the payroll system have strong security measures in place to protect sensitive employee data?
  - Does it comply with data protection regulations, such as GDPR or CCPA?
  - Does it offer backup and disaster recovery options to ensure data integrity?
- **Customer Support and Training:**
  - What level of customer support does the payroll system provider offer?
  - Is there a dedicated support team available for assistance?
  - Does the provider offer training resources, such as user guides or video tutorials?
- **Scalability:**
  - Can the payroll system accommodate the growth of your business, such as adding more employees or expanding to multiple locations?
  - Does it offer additional features or modules that can be added as your business needs evolve?
- **Reputation and Reviews:**
  - Research and read reviews from other businesses that have used the payroll system.
  - Check the provider's reputation and reliability in the industry.

By evaluating different payroll system options based on this checklist, you will be able to make a well-informed decision that aligns with your business needs and requirements. Compare and discuss with other learners sharing the same needs with you using our course forum our chatroom or with your team. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.

3. have an option to listen to the podcast: Implementation and Management of your payroll system: [https://youtu.be/C-romvisb\\_s](https://youtu.be/C-romvisb_s)
4. have an option to see more resources:
  - a. [9 Best Payroll Services For Small Business \(2023\) by Forbes](#): This article rounds up the best payroll services for small businesses to help you compare and choose the platform that's best for your needs.
  - b. [How to choose a payroll software: A complete guide for businesses by Everee](#): This guide covers what to look for in a payroll platform that will reduce costs, save time and boost both employee and management satisfaction. You'll learn how to evaluate payroll software features, review payroll costs and ease-of-use, assess outsourcing and compare payroll software to HRIS and HCM solutions.
  - c. [Payroll Management for Beginners: A Guide to the Process and Systems by Deel](#): This guide teaches you the basics of setting up and processing accurate, efficient payroll and how a payroll management system can benefit you.
  - d. [Automated Payroll System Development Guide and Case Study by Relevant](#)

[Software](#): This article covers the benefits of in-house developed payroll system to your company, which features a custom payroll solution can include, how Relevant streamlined payroll operations at a US-based fintech company with a custom solution, and how much it takes in terms of time and budget to develop a payroll automation system.

- e. [3 Successful ERP Implementation Case Studies bu Oracle Netsuite](#): This article presents three successful ERP implementation case studies. These companies are Fulton & Roark, N&N Moving Supplies, and Green Rabbit, all of which experienced significant improvements in their operations after implementing an enterprise resource planning (ERP) system.