Case Study

Case Study Payroll - Casual Employee Leave accrual



Key Issue:

In Employment Hero payroll software, casual employees' leave accruals are mistakenly included in the pay run, despite casual employees not being entitled to paid leave. As a result, payroll administrators were required to manually adjust the leave accrual for each casual employee every pay cycle. Due to the high number of employees, some adjustments were occasionally missed, leading to discrepancies.

Impact:

This manual adjustment process was time-consuming and prone to human error, potentially leading to payroll inaccuracies and compliance issues. Additionally, the need for frequent manual intervention placed a strain on the team's resources and increased the likelihood of missing key adjustments for a few employees each month.

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Solution:
To resolve this, the payroll team decided to automate the process by configuring the settings in Employment Hero. A discussion with Employment Hero's support team led to an update in the system that allowed casual employee leave accrual to be excluded from pay runs without affecting other payroll rules. This change was implemented within half a day, streamlining the process and reducing manual workload significantly.

Summary:

By automating the casual employee leave accrual process in Employment Hero, the payroll team eliminated the risk of missed adjustments and reduced the time spent on manual corrections. This enhancement not only improved the efficiency of the payroll process but also ensured payroll compliance, resulting in higher-quality work and fewer discrepancies.

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