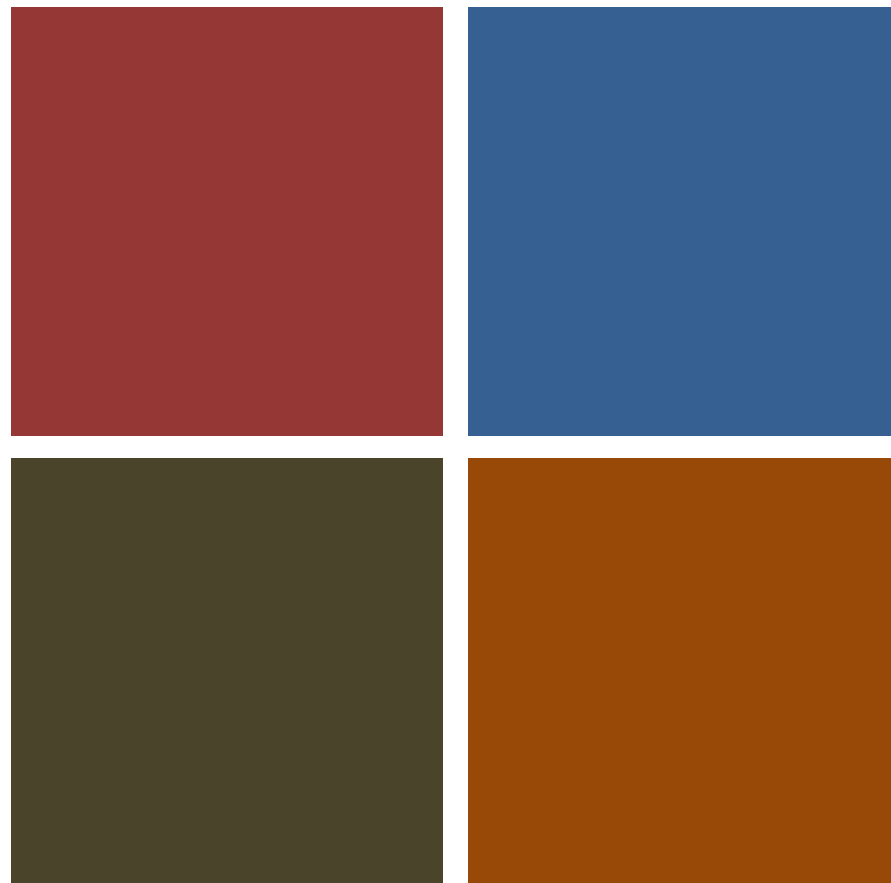




The One-Person Payroll Department



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No one internally to rely on



- No one internally to rely on
- Relationships with managers
- External relationships with organizations, mentors, colleagues outside
- Keep up on legal changes and technology developments
- Maintain strong relationships with department managers



Questions to ask yourself



- What's my role?
- What's the best way to execute my responsibilities?
- What activities do I perform and what do I outsource?
- Will I involve other employees in task forces or projects?



Taking time off



- Taking time off
- Make sure someone is cross trained. You need a backup.
- Law will not let you wait, and many employees plan on timing of paychecks.
- Prioritize scheduled time off.
- Communicate your planned time off well.



Outside Payroll Company



- Is an outside payroll company the answer?
- Do not fall into trap thinking it will solve everything. Need to work collaboratively.



Payroll Timing & Procedures



- Legal requirements of payroll timing
- Set internal procedures so you have enough time to review.



Documented policies & procedures



- Good documentation of policies and procedures.
- For you, for someone to cover for you, and for your successor.
- Creates efficiencies



Substantive Knowledge: Fair Labor Standards Act



- Does it apply?
 - Independent contractors
 - Enterprise Coverage
 - Individual Coverage



Fair Labor Standards Act



- Exempt v. non-exempt
 - Overview
 - Common errors

+ Fair Labor Standards Act

- Overtime and Minimum Wage





Fair Labor Standards Act



- Misclassification
 - Penalties for misclassification
 - Determining the appropriate classifications
 - Correcting misclassified roles



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Connecting Payroll Professionals
Midwest Regional Payroll Conference

The One-Person Payroll
Department

Thank you for attending!