

## Managing Payroll

We have developed a job evaluation methodology that has been used successfully at an international level to develop salary structures that are fair and competitive. We also advise on how to integrate pay and benefits policies with the bigger picture of performance management organisation wide. As ever, our approach is transparent and participative, thereby increasing the likelihood that changes will be accepted by staff and will result in enhanced performance.

Our unique payroll-modelling program enables you to review the financial impact of various options and allows you to make future payroll decisions without being dependent on further consultancy support.

“Research and consultancy studies demonstrate that employers with a defined HR and reward strategy have higher levels of financial performance than those without.”

**Chartered Institute of Personnel and Development**

### Overview

<b>Type of Learning:</b>	In-house training & consultancy
<b>Suitable for:</b>	NGOs and SMEs who need to review their salary structure (can be international as previous clients have been located in East, West and South Africa, Asia and Europe)
<b>Duration:</b>	Timing depends on scope of project
<b>Key Question:</b>	How can we develop a salary structure that will work for us?
<b>Expected Outcomes:</b>	A salary structure that is fair, transparent, integrated with your wider performance management system, and affordable to the organisation. Our participative approach maximises the likelihood that any changes to the salary structure will be accepted by your team.
<b>Content Information:</b>	The exact process will depend on the scope of the project and the objectives of the client. Our methodology is based on the premise that the more difficult or challenging a job, the more pay is deserved. Our job evaluation methodology allocates scores to jobs based on the level of difficulty and challenge that is involved – and then links this to pay. The steps overleaf are usually required:

- Initial meeting to clarify scope of the project, agree job evaluation criteria and understand how payroll fits into the wider performance management system of the organisation
- Identification and training of a job evaluation panel
- Training for managers and/or HR team on writing job descriptions, managing rewards, and facilitating change
- Facilitation of job evaluation panel in scoring jobs and developing salary scales
- Provision of advice and support in interpreting benchmark data from external salary surveys
- Development of new salary structure (including generation of financial models to ensure affordability)
- Development of communication and implementation strategies

**Other Information:** Payroll management is an area where HR professionals seem to feel particularly dependent on repeat consultant support. We aim to empower you so that you are able to manage your payroll independently in the future.

“The programme provided the essential tools and approach to improve our business processes, efficiency targets and evaluate the posts in a 1000 strong workforce.”

**Peter Noble | Director of Operations | Medical Research Council  
| Gambia Unit**

## Contact Us

For further information about this solution, or to receive a formal proposal, please contact [info@theleadershipteam.org](mailto:info@theleadershipteam.org)