



## Payroll that Pays

Business Office Solutions for ERA® **U.S. and Canada**

Take the stress out of payroll processing and make the most of your Reynolds technology investment with the help of expert consultants who understand your needs.

### Be More Efficient

Reduce manual data entry, streamline accounting processes, save time, and reduce errors – all with ERA Payroll consulting. The Payroll application integrates with the rest of your ERA system to:

- Automatically calculate your entire pay cycle at once.
- Improve accuracy with display of employee payroll status at a glance—before checks are cut.
- Save time and reduce errors in technician pay through use of the ERA Service to Payroll integration application.
- Minimize or eliminate “late payroll” stress on your teams.
- Simplify W2 processing.
- Streamline quarterly tax reporting with automated quarter-end procedures.

### Boost ERA Payroll Utilization

Your employees can develop processes and procedures to help ensure the most efficient and effective handling of dealership payroll from hiring to closing payroll at year end through the Payroll Consulting Project. This includes instruction in:

- Optimal utilization of the ERA Payroll system.
- Management of dealership payroll process, including timekeeping and direct deposit.
- Reducing the time required to conduct payroll.
- Generating reports and tools to manage payroll and other related staffing and scheduling issues.

Give your staff greater control over payroll to standardize and speed up the entire process with the help of Payroll consulting. The end result is timely payroll checks and happier employees.

### Why Reynolds Consulting Services Make a Difference

Gain a fresh perspective on common challenges. Our consultants will:

- Help dealerships optimize tools, resources, and practices for maximum results.
- Provide one of the most comprehensive and thorough consulting services in the automotive industry.
- Offer expertise reflecting an average 25 years of combined automotive retailing and Reynolds experience. They’ve held virtually every position in the dealership, including general manager, sales manager, fixed operations director, Internet manager, controller, and more.
- Provide the most seasoned and highly-trained system expertise available. There are no “solo acts” or out-of-date trainers.
- Base all consulting projects on professionally-built, instructionally-solid curricula that get you results.

## Payroll Consulting Project for ERA®

**ERA Payroll Agenda****Pre-visit Activities**

- Introduce consultant; discuss engagement purpose, benefits, and agenda.
- Schedule meeting time and attendees.
- Review dealership data if available.

**Day 1 – Assessment***Meeting(s) with Dealer/ Management*

- Review visit objectives and value to be delivered to your dealership.
- Discuss dealer/management expectations of visit.
- Identify key personnel to work with during the visit.
- Review agenda and schedule.
- Map payroll process and hiring process.
- Select optional system defaults.

*Staff Meeting*

- Review visit objectives and value to be delivered to dealership.
- Review current payroll process and discuss best practices.

*Execution*

- Meet one-on-one with the payroll administrator to review their function in your dealership, review processes and uncover issues and needs.

**Day 2 – Set Up Enhanced Payroll Process***Payroll Administrator Training*

- Refine your system specifications for optimal system use.
- Walk through specifications to give your manager a more complete understanding and control of the system.
- View reporting functions in ERA Payroll; select processes to implement based on your specific cyclical needs.
- Review key integration features for applicability (e.g., technician and sales payroll).

**Day 3 – Process Maintenance**

- View and implement quarterly and annual maintenance processes.
- Human resource process implementation/ improvement.

**Sustain Process***Management Team Review Meeting*

- Review implemented process improvement initiatives.

*Dealer/ Management Exit Meeting*

- Review what has been accomplished during the visit.
- Establish your dealership's action plan for sustaining processes.
- Make recommendations for future action.

**For more information on the Payroll Consulting Project, please contact Reynolds Consulting Services at 866.850.8194 (option 2) or e-mail consulting@reyrey.com.**



MAKING **BUSINESS** BETTER.