OUR APPROACH

Project Planning:

Information gathering
- Identify the right business stakeholders to consult
- Facilitate a workshop to obtain in-depth understanding of your needs

Understanding data
- Understand requisite data, systems and any potential gaps
- Work with your payroll specialists to understand what data is available

Legal interpretation
- Work with legal advisors (where required) to understand the awards and enterprise agreements so that we apply the rules based on correct legal interpretation

Reporting: We develop tailor-made visualisations in PowerBI for an interactive presentation of the results. It provides an employee level view and aggregated under/over payments by award. The dashboard provides the ability to drill down to the lowest level of pay data and is updated throughout the project, enabling you to have a near real-time view of testing results.
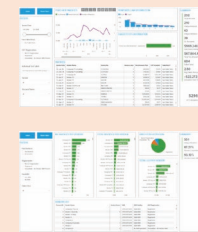
Going forward: We assist you to address the causes of underpayment at their source and prepare for the future. This includes identifying data issues, designing new policies, processes and controls to address gaps identified.

Process flow

Project Planning → Scoping → Data Extraction → Modelling → Reporting → Delivering Results → Remediate → Going forward

Scoping: Agree on a defined scope, covering identified payroll issues relating to misapplication of awards and enterprise agreements. Depending on the extent of your known issues, we can also help you identify potential vulnerabilities in your payroll environment.

Data Extraction: We work closely with you to obtain time & attendance and payroll data to perform the analysis. We ingest, process, merge, normalize, cleanse and validate data. We identify gaps and work with you to address any data issues. We use advanced tools to process and work with your data. This means we work quickly, create repeatable processes and have a clear audit trail.

Modelling: We work with you and your legal team (where required) to code the agreed award interpretation. This allows us to identify incorrect payments, both under and over. We estimate the financial historic impact across a specified period, as per requirements. By reconstructing your payroll data and building a consolidated data model, we can code and apply additional awards should it be required.

Delivering Results: We validate our analysis and share findings after each stage. Our interactive dashboards allow you to explore results at any time. If required, we adjust the data models based on your or legal feedback. We then re-supply adjusted results and provide insights that can be used to create a remediation plan.

Systems & Tools: We utilise several tools such as:
- **Alteryx:** used for understanding data and designing repeatable analytic workflows
- **Python:** where more complex coding or machine learning is required
- **Power BI:** A visualisation tool to turn your unrelated sources of data into coherent, visually immersive, and interactive insight

Remediate: We provide a report detailing our methodology, findings, test results and financial impact of any exceptions identified. We will help protect your brand and fix the issues identified, including employee payments remediation.

Remediate with confidence, including design of a bespoke program to back pay impacted employees. This extends to your employee communication strategy, employee hotline and contact services, regulator engagement strategy, payment acceptance monitoring and workflow management of live cases.