

**motiooai**

# Payroll & Compliance Playbook

Predict Incidents Early & Prescribe Schedule/Policy Fixes

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# Purpose

Reduce payroll **errors**, compliance **violations**, and **rework** by building early-warning signals and prescriptive actions (schedule tweaks, break insertion, document renewals) that **protect employees and the business** — without adding admin burden.

## Example outcomes & KPIs

- Payroll exceptions ↓ 30–60% (voids, reversals, manual corrections)
- Compliance violations ↓ (overtime, meal/rest break, spread-of-hours, classification, document expiry)
- Time-to-resolution ↓
- After-cycle adjustments ↓ ; audit exposure/fines ↓
- Manager workload (timecard approvals) ↓
- Employee pay accuracy ↑ ; trust/NPS ↑



# Prerequisites & Data



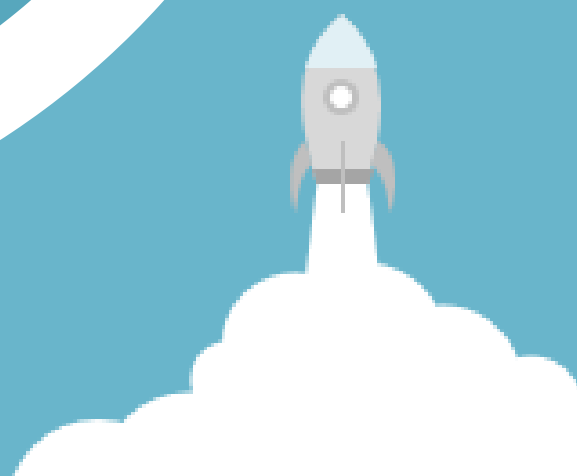
## Prerequisites

- **Consolidated Time & Attendance (T&A)** feeds with standardized fields and timezone handling
- **Written policy/rule library** (jurisdictional labor rules, union CBAs, internal policies) mapped to machine-readable checks
- **HRIS alignment** (employment type, exempt status, FTE %, work authorization dates)
- **Incident log** (violations, audits, fines, adjustments) and escalation playbook
- **Privacy/Legal review** for monitoring and alerting



## Data you need

- **Time & Attendance:** timecards, shift start/end, breaks, overtime...etc.
- **HRIS:** contract type, FTE %, exempt/non-exempt, union status, job level
- **Payroll:** pay rates, differentials, premiums, corrections/reversals, off-cycle payments
- **Policy:** jurisdictional rules (OT thresholds, breaks), union agreements, company policies (max consecutive days, min rest)
- **Incidents:** historical violations, fines, audit notes, SLA to resolution, root-cause tags (scheduling, training, system)



# Governance & Roles



## Executive Sponsor

- Sets the vision, success criteria, and guardrails
- Secures resources, removes blockers
- Approves scope and scale-up decisions



## Payroll & Compliance Lead

- Owns policy accuracy and change management
- Prioritizes risk areas
- Signs off rule packs and remediation playbooks
- Coordinates audits



## HRIS & Timekeeping Data Steward

- Enforces data standards for timecards/shifts/exception codes
- Manages integrations and audit trails
- Runs data-quality checks and fixes

## HRBP Champions

- Drive adoption with managers
- Validate proposed schedule/policy fixes
- Ensure interventions fit operational realities



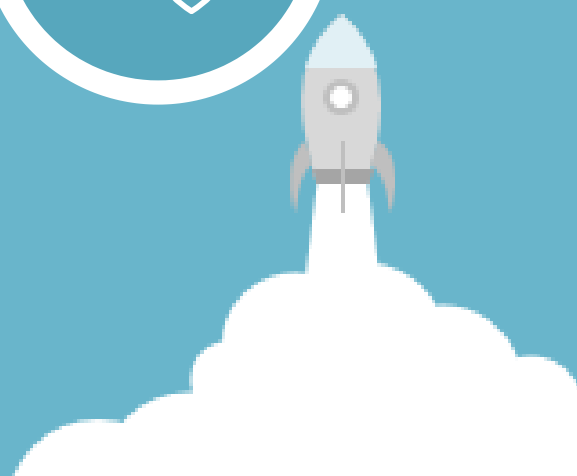
## People Analytics Lead

- Builds predictive models and rule engines
- Designs alerts and dashboards
- Tracks lift vs. baseline, monitors fairness and model drift



## Data Privacy & Ethics Officer

- Ensures lawful basis, data minimization, retention limits, and consent
- Reviews rule logic for legal accuracy
- Approves communications and audits



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## Map rules & risks

### Translate labor rules & policies

into machine-readable checks  
(e.g., max hours/day, min break/rest, max  
consecutive days, spread-of-hours)

### Agree on fairness boundaries

E.g., avoid systematic burdening of specific  
crews

01

02

### Prioritize

by exposure and frequency

04

03

### Define severity tiers

and escalation paths for each tier



2

## Build early-warning signals

### Use deterministic checks

e.g. breaks, consecutive days, OT thresholds

01

02

### Add predictive models

E.g. isolation forest/autoencoder, classification for “likely violation next pay period”

### Publish heatmaps

Focus efforts on ‘hotspots’

04

03

### Surface leading indicators

e.g. manager/team, site, week-of-year, role; track data drift and false-positive rates



3

## Propose corrective actions

### Auto-suggest fixes

insert rest breaks  
cap OT  
swap/reassign shifts  
stagger start times  
rebalance rosters  
trigger document-renewal workflows weeks  
before expiry

01

02

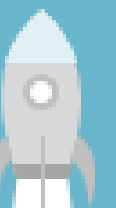
03

### Quantify impact prior to change

Violation risk reduction  
Coverage maintained  
Cost delta

### Present options to managers

1-3 options with pros and cons



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## Close the loop with managers & employees

### Deliver alerts

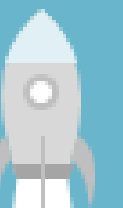
Add one-click approvals/alternatives in the scheduling/timekeeping tool  
Record outcomes and reasons

01

02

### Provide employee comms

E.g., upcoming schedule adjustments, break entitlements  
Log acknowledgments for audit



5

## Audit & improve

### Monthly review

incident rate  
manual corrections  
time-to-resolution  
fine exposure  
false-positive rate  
fairness by site/role/shift

### Refresh enablement

Capture learnings in a playbook

01

02

### Update rule packs

for regulatory changes

04

03

### Re-train models quarterly

Use the latest policies and data



# Evaluation and ROI



## Benefits

- Fewer violations/fines
- Less rework and off-cycle pay
- Reduced manager time on corrections
- Higher pay accuracy/trust
- Lower legal exposure



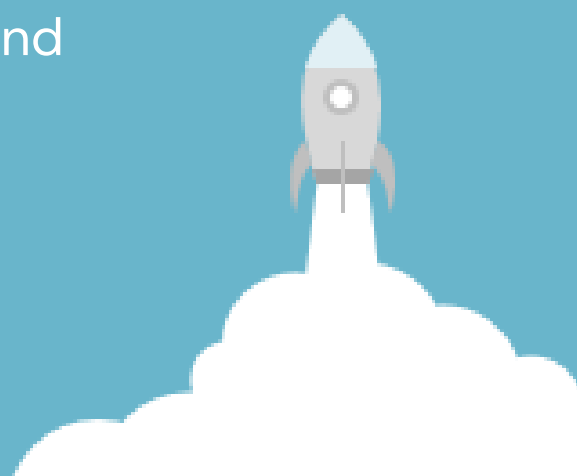
## Sample ROI

$$\left[ \frac{\text{Benefit} - \text{Cost}}{\text{Cost}} \right] \times 100$$
  
where Benefit includes avoided fines, labor savings (manager/admin hours), error-reduction savings, and reduced attrition from pay accuracy



## Quarterly report

Quarterly executive summary with risk heatmaps, lift vs. baseline, cost/benefit attribution, and compliance attestations



# Risks and Guardrails

## Model drift & false flags

Degrading accuracy can flood managers with noise or miss violations.  
Track precision/recall, recalibrate quarterly, and cap alert volume with priority tiers.



## Regulatory change & policy gaps

Outdated rules create exposure.  
Maintain a change log, scheduled reviews with Legal, and versioned rule packs.

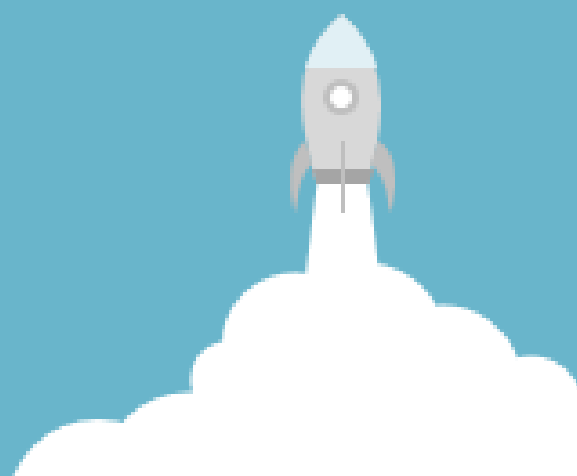
## Privacy & surveillance concerns

Over-monitoring erodes trust.  
Use minimal necessary data, aggregate where possible, and provide clear notices and audit trails.



## Manager override abuse

Bypassing suggested fixes reintroduces risk.  
Require reasons for overrides, sample audits, and coaching for repeat patterns.



# Quick-start checklist

01

## Prepare

Consolidated T&A + HRIS join keys and clean exception codes  
Machine-readable rule library with Legal sign-off and severity tiers  
Baseline dashboards (incidents, corrections, exposure) and hotspot heatmaps

02

## Deterministic checks + predictive early-warning model; alert thresholds

03

## Prescriptive playbooks (schedule/break/renewal options) embedded in tools

04

## Manager enablement (one-click actions, comms templates)

05

## Monthly risk review and fairness monitoring Quarterly model refresh; audit-ready documentation



# Contact Us

Are you struggling with bringing the most value out of your People Data?

Does Predictive Analytics seem like a distant dream?

We are here to help. Send us a message for more information!



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