



## Franklin County Auditor's Office

### Eliminating Paper in the Payroll Process

The Franklin County Auditor's Office is responsible for maintaining Franklin County employee payroll information, as well as the issuance of direct deposit advices and W2s. Given the number of Franklin County employees and the volume of paperwork, printing hard copies had been a costly undertaking. Staff also had to factor into their duties the time spent on handling and distribution of payroll paperwork. If the Auditor's Office were to migrate its direct deposit and W2 records to electronic format, maintaining security of employee information and providing appropriate access would be critical considerations.

### Moving to an Electronic System

The Data Center's Web Development Team worked to create a secure website where Franklin County employees could register to access their payroll documentation. Registered users are able to view direct deposit information and W2s dating back 18 months, and can access the system 24 hours a day, seven days a week. Employees can update their own account information and reset passwords as well, giving them greater control over their information while reducing the time payroll officers would have to spend updating these records. From the administrative side, the Franklin County Auditor's Payroll department is given access to all employee payroll information, which is a key component to the successful execution of their duties. For individual agency payroll officers, however, it was important to limit the information they could access exclusively to the employees in their organization. This provides greater security of employee records while giving Franklin County payroll officers the information they need to do their jobs efficiently through convenient electronic access to the appropriate documentation.

### Reduced Print Costs and Secure Electronic Information

Thanks to the online payroll service system developed by the Data Center, the Franklin County Auditor's Office has successfully converted its employee direct deposit and W2 documentation to an electronic format. Users are able to quickly access secure

## Electronic W2s

### The Challenges:

- Reducing printing costs
- Maintaining security
- Providing appropriate information to payroll officers

### The Results:

- Decreased costs
- Reliable security and appropriate access
- User autonomy

## CASE STUDY

payroll information and update their own accounts, while payroll officers are provided with the information they need to effectively complete their duties. A significant advantage of the online payroll system, furthermore, has been the reduction in physical paperwork and the accompanying cost savings. In addition to the environmental benefits of this green initiative, generating electronic payroll records in lieu of hard copies has saved the Auditor's Office a substantial amount of money on paper expenses. As a direct result of these savings, the funds typically allotted to paper purchasing for payroll documentation now can be designated to other services for the citizens of Franklin County. As such, in addition to the increased benefits for Auditor's Office staff and Franklin County employees, the public is positively affected by the reduced costs generated from the development of the online payroll service system. The Data Center's work to create an electronic process has led to significant profits in terms of both time and cost savings.

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