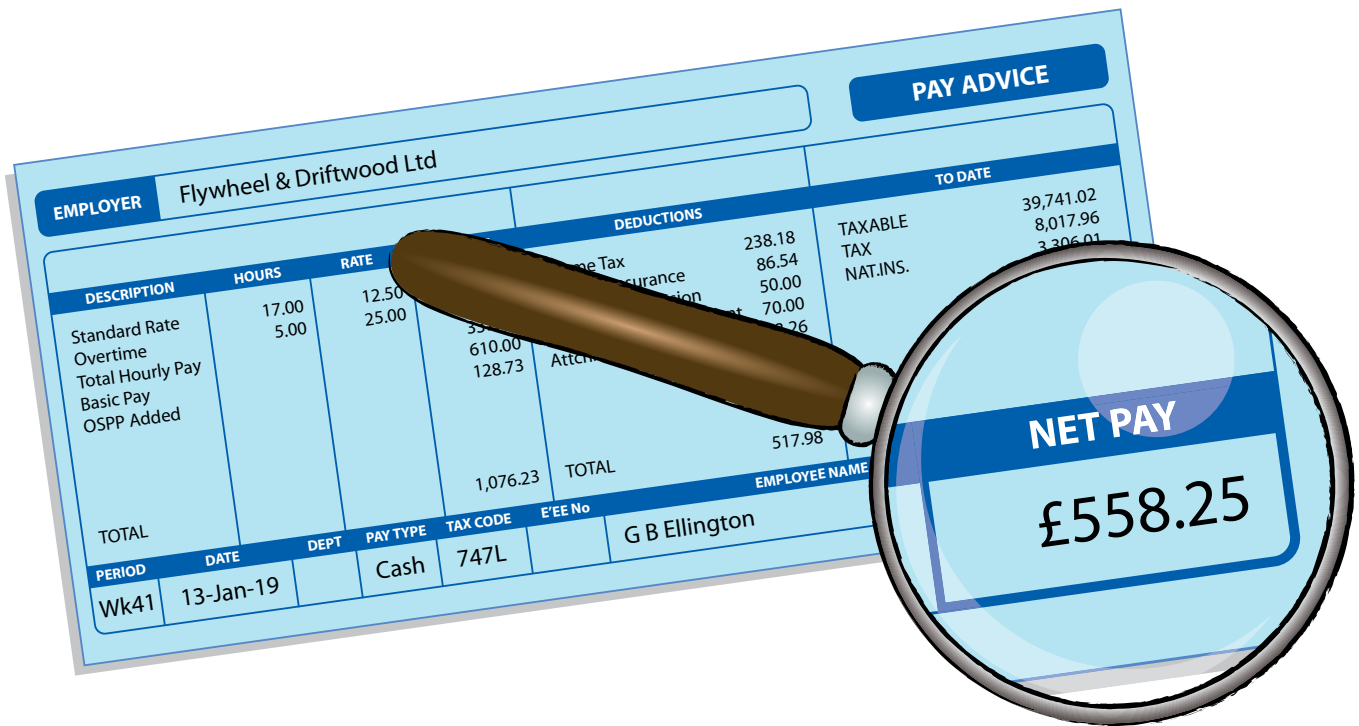


Developing an Eye for Accuracy



Payroll and Pensions Professionals

It pays to be accurate!

Name: _____

Department: _____

Date: _____

Please record your time here: _____

(Time limit: 3 minutes)

Score: / 25

Developing an Eye for Accuracy Payroll and Pensions Professionals

Compare each item in Column 1 to its match in Column 2. If the items are the same, put a tick in the 'S' column. If the items are different, put a tick in the 'D' column, and then circle the error in Column 2. Please write how long it takes you to complete this exercise on the front of this paper.

Nominal code (7006) Employers N.I.	S	D	Nominal code (70006) Employers N.I.
Net pay 1,809.31	S	D	Net pay 1,809.31
Overtime hours 3.50	S	D	Overtime hours 3.50
Period end 17-12-2019	S	D	Period end 17-12-2091
Annual salary: £27,350	S	D	Annual salary: £27,350
Frequency Monthly	S	D	Frequency Weekly
NI number AH 12 34 56 C	S	D	NI number AB 12 43 56 C
Employee Contribution 24.11	S	D	Employer Contribution 24.11
Ms Ashley Anderson	S	D	Mr Ashley Anderson
Student Loan for J Smith	S	D	Student Loan for J Smithe
165 Long Road, London SW20 8DA	S	D	165 Long Road, London SW20 8DA
Building society number 32459807	S	D	Building society number 32459807
Tax code: 1150L	S	D	Tax code: 1150I
Bank sort code 45-01-98	S	D	Bank sort code 45-01-98
Sum of Emp NI 304.00	S	D	Sum of Emp NI 304.00
Bonus & Commission 1,689.68	S	D	Bonus & Commission 1,689.688
Passport number: 31195855	S	D	Passport number: 31195855
Employee FGB56H78	S	D	Employee FGB56H78
Pensionable Pay 1514.72	S	D	Pensoinable Pay 1514.72
Nominal Account 4120	S	D	Nominal Account 4120
Mr Otis B Driftwood	S	D	Mr Otis B Driftwood
Payroll number 1567820	S	D	Payroll number 1567320
Bank account number 56748907	S	D	Bank account number 56748907
Name: Peter Sherin	S	D	Name: Peter Shering
Debit amount 3040.00	S	D	Debit amount 340.00

Developing an Eye for Accuracy Payroll and Pensions Professionals

Nominal code (7006) Employers N.I.	S	✓	Nominal code (7006) Employers N.I.	Extra 0
Net pay 1,809.31	✓	D	Net pay 1,809.31	
Overtime hours 3.50	✓	D	Overtime hours 3.50	
Period end 17-12-2019	S	✓	Period end 17-12-2091	Transposition
Annual salary: £27,350	✓	D	Annual salary: £27,350	
Frequency Monthly	S	✓	Frequency Weekly	Monthly not Weekly
NI number AH 12 34 56 C	S	✓	NI number AB 12 43 56 C	H not B Transposition
Employee Contribution 24.11	S	✓	Employer Contribution 24.11	e not r
Ms Ashley Anderson	S	✓	Mr Ashley Anderson	s not r
Student Loan for J Smith	S	✓	Student Loan for J Smith e	Extra e
165 Long Road, London SW20 8DA	✓	D	165 Long Road, London SW20 8DA	
Building society number 32459807	✓	D	Building society number 32459807	
Tax code: 1150L	S	✓	Tax code: 1150I	L not I
Bank sort code 45-01-98	✓	D	Bank sort code 45-01-98	
Sum of Emp NI 304.00	✓	D	Sum of Emp NI 304.00	
Bonus & Commission 1,689.68	S	✓	Bonus & Commission 1,689.688	Extra 8
Passport number: 31195855	✓	D	Passport number: 31195855	
Employee FGB56H78	✓	D	Employee FGB56H78	
Pensionable Pay 1514.72	S	✓	Pensionable Pay 1514.72	Transposition
Nominal Account 4120	✓	D	Nominal Account 4120	
Mr Otis B Driftwood	✓	D	Mr Otis B Driftwood	
Payroll number 1567820	S	✓	Payroll number 1567320	8 not 3
Bank account number 56748907	✓	D	Bank account number 56748907	
Name: Peter Sherin	S	✓	Name: Peter Shering	Extra g
Debit amount 3040.00	S	✓	Debit amount 340.00	Missing 0

How did you do? And what does it mean?

There are just 25 pieces of information to compare and verify in the test – just one mistake equates to a 4% error rate. The test should take no more than three minutes to complete. Imagine if your people made one error every three minutes! That's 20 errors every hour and 140 errors in a seven-hour day. It's easy to see how it mounts up.

An average error rate of just 3% wastes around 20% of your salary bill in lost productivity alone. No-one likes having to re-do work and sort out problems arising from mistakes. Accuracy skills training boosts personal effectiveness and organisational efficiency.

Proven to work

For fifteen years we've been working with organisations to improve their people's accuracy skills. Typically, participants achieve a 60% reduction in errors.

Our unique programmes

Developing an Eye for Accuracy – our flagship in-house data accuracy programme for people who work with information

Preventing Mistakes at Work – our practical in-house workshop for reducing the incidence of 'silly' human error

Accurate Written Communication – our practical in-house workshop for people who work with documents, emails and promotional literature

One-day Accuracy Skills – our open course for individuals seeking to improve their attention to detail

Free consultation

A free consultation enables you to explore how accuracy training works and the typical cost savings and productivity gains you can expect to achieve. Pick up useful advice on how accuracy skills training relates to the work your people do and how you can take advantage of the proven methodologies for reducing error.

Contact us

www.accuracyprogramme.co.uk

+44 (0)1638 723590

accuracy@scottbradbury.co.uk



3% **UK NATIONAL
ERROR RATE**

**= 3 IN EVERY 100
TRANSACTIONS CONTAIN AN ERROR**

20% **OF SALARY
BILL SPENT
ON MAKING
AND FINDING
MISTAKES**



**IT'S LIKE
HAVING
YOUR OWN
ERROR
DEPARTMENT**



**TIME
WASTED**



**STRESS
CAUSED**



**MONEY
WASTED**

**DELIVERING
Developing an
Eye for Accuracy
SINCE 2003**

