PAY CYCLE SELF-CHECK · MMM TRAINING

The Pay Cycle That Eats Your Week

90 SECONDS

Tick what's true about how your pay period actually runs.

If payroll takes over your week, the problem is upstream of payroll.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **The process is written down and someone else could run it.**
  If not: pay period is a personal ritual, not a process, and it can't be delegated.
- ☐ **Hours are approved before the cycle closes, not during it.**
  If not: you're chasing approvals against a deadline that never moves.
- ☐ **The same corrections don't come up every single cycle.**
  If not: you're treating a recurring symptom instead of the upstream cause.
- ☐ **There's a written checklist with clear deadlines and owners.**
  If not: it depends on memory, and memory has a bad week eventually.
- ☐ **Nobody has to be personally chased for their part in it.**
  If not: chasing is unpaid work that recurs every cycle, forever.
- ☐ **If I were away, the cycle would still close correctly.**
  If not: your pay period is a single point of failure with a fixed date.

Now count the boxes you left empty.

Payroll rarely takes long because of payroll. It takes long because everything feeding it arrives late, incomplete, or unapproved.

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0–1 blank
You have visibility
You can see your labor. Most owners at your size cannot.

2–3 blanks
You're paying for guesses
Some of this is recoverable within a quarter, without cutting a single person.

4–6 blanks
Your largest cost is unmanaged
Labor is usually the biggest controllable number in the business. This one is running itself.

WHAT THIS USUALLY COSTS

Six hours a cycle is 156 hours a year.

Nearly a month of working days spent on a recurring administrative process. The SOP Buildout documents it once so it can finally be handed to someone else.

SOP + Training Buildout
From $2,500
Book at mmmtraining.org

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