Special Courses · SC393

Payroll Management and Processing

Ensuring Accurate, Compliant, and Efficient Payroll Operations

Duration	Category	Ref
1 Week	**Special Courses**	**SC393**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Payroll is a critical function within any organisation, directly impacting employee satisfaction, compliance with legal requirements, and financial accuracy. This course provides a comprehensive understanding of payroll management and processing, covering calculations, statutory requirements, reporting, and best practices.

Participants will gain the knowledge and practical skills required to manage payroll efficiently, minimise errors, and ensure compliance with relevant laws and organisational policies.

Course Objectives of Payroll Management and Processing

By the end of this course, participants will be able to:

- Understand the end-to-end payroll process
- Accurately calculate employee salaries, deductions, and benefits
- Ensure compliance with labour laws and statutory requirements
- Manage payroll records and documentation effectively
- Handle payroll discrepancies and resolve issues
- Utilise payroll systems and tools efficiently
- Generate payroll reports for decision-making

Course Methodology of Payroll Management and Processing

- Lectures and Expert Insights: Leading industry experts will share their insights and best practices.
- Case Studies: Analyse real-world talent acquisition challenges and solutions.
- Group Discussions: Engage in meaningful discussions and share experiences with peers.
- Role-Playing and Simulations: Practice recruitment scenarios to enhance skills.
- Hands-on Workshops: Gain practical experience in using recruitment tools and techniques.

Organisational Impact of Payroll Management and Processing

- Improved payroll accuracy and reduced errors

- Enhanced compliance with legal and tax regulations
- Increased employee trust and satisfaction
- Efficient payroll processing and time savings
- Reduced financial and reputational risks
- Better financial planning and reporting

Personal Impact of Payroll Management and Processing

- Strong understanding of payroll systems and processes
- Improved attention to detail and accuracy
- Increased confidence in handling payroll tasks
- Enhanced knowledge of compliance and regulations
- Better problem-solving in payroll-related issues
- Career development in HR and finance functions

Target Audience of Payroll Management and Processing

This course is suitable for:

- Payroll Officers and Payroll Administrators
- HR Professionals and HR Coordinators
- Finance and Accounting Staff
- Compensation and Benefits Specialists
- Administrative Personnel handling payroll tasks
- Managers responsible for payroll oversight

Course Outlines

DAY 1

Payroll Fundamentals

- Introduction to payroll management
- Components of payroll (earnings, deductions, benefits)
- Payroll cycle and processes
- Employee data management
- Payroll policies and procedures
- Overview of payroll systems

Day 2

Payroll Calculations & Processing

- Salary structures and components
- Gross pay vs. net pay
- Overtime, bonuses, and allowances
- Deductions (taxes, social security, loans, etc.)
- Leave and absence impact on payroll
- Hands-on payroll calculations exercises

Day 3

Compliance & Statutory Requirements

- Overview of labour laws and payroll regulations

- Taxation and statutory deductions
- Social security and benefits compliance
- Record-keeping and documentation requirements
- Payroll audits and internal controls
- Avoiding compliance risks

Day 4

Payroll Systems & Reporting

- Introduction to payroll software and tools
- Data entry, validation, and processing
- Payroll reports and reconciliation
- Integration with HR and accounting systems
- Handling payroll discrepancies and adjustments
- Data security and confidentiality

Day 5

Advanced Payroll Management & Best Practices

- Managing payroll for different employee types
- Handling end-of-service benefits and final settlements
- Multi-country or multi-location payroll considerations
- Process improvement and automation in payroll
- Common payroll challenges and solutions
- Case studies and practical applications

Ask us for a date for this course

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