



— Course details

Certified Payroll Professional

Human Resources and Training

— Seminar content

What you will learn

Why Attend

Payroll management is a critical function that ensures employees are paid accurately, on time, and in compliance with legal and organizational requirements. This program provides participants with the knowledge and practical skills needed to manage payroll operations efficiently, reduce errors, maintain confidentiality, and apply best practices in payroll administration.

Course Methodology

This course uses a practical and interactive approach through presentations, case studies, payroll calculations, discussions, exercises, and real workplace examples to strengthen participants' payroll management skills.

Course Objectives

- Understand payroll principles and processes

— Course details

HRT-041

Human Resources and Training

— Upcoming seminar

€4,200.-

Venue

Amsterdam - Netherlands

Date

18 - 22 May 2026

- Manage employee compensation and deductions accurately
- Process overtime, bonuses, and benefits payments
- Apply payroll compliance requirements
- Maintain payroll records and confidentiality
- Identify and resolve payroll errors
- Improve payroll controls and reporting systems
- Enhance efficiency in payroll operations

Target Audience

- Payroll Officers
- HR and Payroll Administrators
- Finance and Accounts Staff
- Compensation and Benefits Officers
- HR Managers
- Administrative Professionals involved in payroll
- Anyone responsible for salary processing

Target Competencies

- Payroll Processing
- Salary Calculations
- Compliance Awareness
- Data Accuracy
- Confidentiality Management
- Payroll Reporting
- Problem Solving
- Attention to Detail

Seminar details

Detailed outline

Day 1: Fundamentals of Payroll Management

- Role and importance of payroll in organizations
- Payroll policies and procedures

- Components of employee compensation
- Payroll cycle and timelines
- Employee data management
- Common payroll terminology

Day 2: Payroll Calculations and Deductions

- Basic salary and allowances calculations
- Overtime and shift payment calculations
- Bonuses and incentive payments
- Leave salary calculations
- Deductions and adjustments
- Final payroll review procedures

Day 3: Payroll Compliance and Controls

- Legal and regulatory payroll requirements
- Internal payroll controls
- Preventing payroll fraud and errors
- Record keeping requirements
- Managing confidential payroll information
- Payroll audit preparation

Day 4: Payroll Systems and Reporting

- Introduction to payroll systems
- Automating payroll processes
- Payroll reports and reconciliations
- Managing payroll changes and updates
- Handling employee payroll inquiries
- Improving payroll efficiency

Day 5: Advanced Payroll Administration

- Managing end-of-service settlements
- Multi-location payroll challenges
- Payroll problem solving techniques
- Best practices in payroll administration

- Building a payroll improvement plan
- Final practical payroll case study

— Dates and locations

Available seminar dates

17 dates

— Presence seminar dates

Date	City	Duration	Price
18 - 22 May 2026	Amsterdam - Netherlands	5 Days	€4,200.-
1 - 5 June 2026	Istanbul - Turkey	5 Days	€3,200.-
8 - 12 June 2026	Paris - France	5 Days	€4,400.-
15 - 19 June 2026	Barcelona - Spain	5 Days	€4,200.-
6 - 10 July 2026	Munich - Germany	5 Days	€4,250.-
20 - 24 July 2026	Kuala Lumpur - Malaysia	5 Days	€2,250.-
3 - 7 August 2026	Amsterdam - Netherlands	5 Days	€4,200.-
10 - 14 August 2026	London - U.K	5 Days	€4,250.-
7 - 11 September 2026	Paris - France	5 Days	€4,400.-
14 - 18 September 2026	Istanbul - Turkey	5 Days	€4,200.-
5 - 9 October 2026	Amsterdam - Netherlands	5 Days	€4,250.-
12 - 16 October 2026	London - U.K	5 Days	€3,850.-
9 - 13 November 2026	Barcelona - Spain	5 Days	€4,250.-
16 - 20 November 2026	Kuala Lumpur - Malaysia	5 Days	€2,850.-
7 - 11 December 2026	Istanbul - Turkey	5 Days	€3,850.-
14 - 18 December 2026	Barcelona - Spain	5 Days	€4,250.-
21 - 25 December 2026	Vienna - Austria	5 Days	€4,200.-

— Online seminar dates

Date	Format	Duration	Price
18 - 22 May 2026	Live online	5 Days	€1,850.-
1 - 5 June 2026	Live online	5 Days	€1,850.-
8 - 12 June 2026	Live online	5 Days	€1,850.-
15 - 19 June 2026	Live online	5 Days	€1,850.-
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7 - 11 December 2026	Live online	5 Days	€1,850.-
14 - 18 December 2026	Live online	5 Days	€1,850.-
21 - 25 December 2026	Live online	5 Days	€1,850.-