informatech

ACCOUNTING AND FINANCE | COURSE

Payroll: Preparation, Analysis and Management

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Course content

Why Attend

Employee costs from payroll and other benefits are among the largest costs in any company other than the Cost of Goods Sold (COGS), rent and depreciation. If you are in a goods producing organization and this cost is part of your COGS or part of your operating costs, it means the effect on you will be doubled. Having these costs processed and reported properly is key for analysis and decision making. This course starts with introductions about the departments of HR and 'accounting and finance' then focuses on the payroll function. The course goes through the process of preparing and calculating payroll and includes the controls needed and the pre-checks necessary to make sure correct data is used. The course enforces the knowledge of controls and proper processes in the work flow to achieve better efficiency in the department. Employee benefits and their effect on the corporation are discussed and we explain how to conduct analysis on payroll and benefits using Excel. In addition, the course highlights the topics of accounting, internal and external audit relations with HR and payroll, and the data that could be required by them. The course then stresses the need for confidentiality in the payroll department and the importance of sharing data with others on a need to know basis or as per corporate policies. The course ends with ways to prepare budgets for the department and payroll and benefit costs of the corporation.

The course relies on presentations and examples by the consultant. Participants will be expected to work on Excel exercises for payroll and benefits and participate in group workshops and presentations.

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

• Explain how the HR and accounting and finance functions contribute to their success

• Prepare the monthly payroll and review it for accuracy

• Calculate employee benefits, loans vacations and End of Service Benefits (EOSB)

• Reconcile payroll with accounting and audit the supporting documents for payments

• Develop monthly and annual payroll budgets

• Design periodic payroll management reports and analysis

Payroll staff, payroll accountants, account assistants, payroll supervisors and managers, HR professionals and team members who handle payroll as well as employees interested in understanding and applying payroll best practices.

• Controling employee costs

Course content

Why Attend

- Preparing and producing payroll
- Analyzing and reporting payroll
- Reconciling payroll
- Budgeting for payroll expenses
- Budgeting for department expenses and needed assets

Course outline

Payroll: the important link between human resources and accounting

- Introduction to the HR function
- Introduction to accounting function
- Introduction to finance function
- Payroll as a link between HR and accounting and finance
- Understanding the hiring process documentation

Managing payroll process for:

- Contract professionals
- Full time employees
- Temporary help
- Outsourcing

Preparing and calculating payroll

- Looking for the right controls before starting
- Determining the right calculation basis for payroll

Course content

Course outline

- Elements of risk leading to payroll mistakes
- Managing increments and deductions
- Payroll approvals
- Preparing payroll schedules

Employee loans and benefits

- Access to employee benefits
- Controlling access to loans
- Reporting on loans status
- Calculating end of service benefits for company and employees
- Reporting on benefit plans

Accounting and auditors roles in payroll process

- Recording payroll expense and liabilities
- Recording payroll and benefits costs to assets or inventory
- Recording payroll related contributions and liabilities
- Reconciling receivables from and payables to employees with payroll department
- Reconciling liabilities with social security and other governmental agencies
- Reconciling payments with bank accounts transactions
- Introduction to internal audit and external audit
- Auditing the payroll

Payroll budgeting

- Budgeting for payroll department expenses

Course content

Course outline

- Preparing the yearly budget for payroll and contributions for the company
- Budgeting for employee loans and other benefits

Reporting payroll and contributions

- Determining contribution expense for individuals
- Determining corporate contributions
- Reporting results to the accounting department
- Coordinating with accounting department regarding payment process and control
- Reporting to ministry of labor
- Reporting to social security authorities
- Reporting to other regulatory agencies

Seminar dates

Available seminar dates

Live dates and pricing for Payroll: Preparation, Analysis and Management generated from the course details page.

Date	Location	Format	Fee
12 - 16 October 2026	Munich - Germany	Classroom	**€2,760.-**
9 - 13 November 2026	Rome - Italy	Classroom	**€3,400.-**
14 - 18 December 2026	Munich - Germany	Classroom	**€2,760.-**
18 - 22 January 2027	Rome - Italy	Classroom	**€3,400.-**
15 - 19 February 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
15 - 19 March 2027	Barcelona - Spain	Classroom	**€3,080.-**
19 - 23 April 2027	London - U.K	Classroom	**€3,360.-**
17 - 21 May 2027	Munich - Germany	Classroom	**€3,400.-**
21 - 25 June 2027	Rome - Italy	Classroom	**€3,400.-**
19 - 23 July 2027	Munich - Germany	Classroom	**€3,400.-**
16 - 20 August 2027	Rome - Italy	Classroom	**€3,400.-**
20 - 24 September 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
18 - 22 October 2027	Barcelona - Spain	Classroom	**€3,080.-**
15 - 19 November 2027	London - U.K	Classroom	**€3,360.-**
20 - 24 December 2027	Munich - Germany	Classroom	**€3,400.-**

Live online option	Online delivery is available at €1,850.-.