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HUMAN RESOURCES AND TRAINING | HRT-072

Advanced Payroll Mastery: A Comprehensive Guide to Payroll Management

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Course content

Why Attend

Overview

- Gain advanced expertise in payroll management and compliance.
- Streamline payroll processes and reduce costly errors.
- Stay current with the latest legislative and technological developments.
- Enhance your professional credibility and career prospects.
- Master complex payroll scenarios with confidence.

Course Methodology

- Interactive lectures and real-world case studies.
- Hands-on exercises using payroll software and tools.
- Group discussions and best practice sharing.
- Practical workshops for scenario analysis.
- Q&A sessions with payroll experts.

Course Objectives

- Develop advanced skills in payroll calculation and administration.
- Interpret and apply current payroll legislation and tax regulations.
- Design and implement efficient payroll systems and controls.
- Resolve complex payroll issues including benefits and deductions.
- Prepare accurate reports and ensure audit readiness.

Target Audience

- Payroll managers and supervisors.



Course content

Target Audience

- HR professionals responsible for payroll.
- Finance and accounting staff involved in payroll processes.
- Payroll consultants and advisors.
- Business owners seeking in-depth payroll knowledge.

Target Competencies

- Payroll compliance and legislation interpretation.
- Advanced payroll processing and reporting.
- Problem-solving in payroll management.
- Payroll system optimization.
- Effective communication with stakeholders.

Course outline

Day 1 : Payroll Fundamentals and Regulatory Landscape

- Review core payroll concepts and terminology.
- Examine key payroll legislation and compliance requirements.
- Understand the impact of employment contracts on payroll.
- Identify risks and controls in payroll operations.

Day 2 : Advanced Payroll Calculations and Deductions

- Execute complex salary calculations, including overtime and bonuses.
- Apply statutory and voluntary deductions accurately.
- Manage benefits, allowances, and expense reimbursements.
- Handle special pay situations such as terminations and leaves.



Course content

Course outline

Day 3 : Payroll Systems, Technology, and Automation

- Evaluate payroll software and automation tools.
- Integrate payroll with HR and accounting systems.
- Ensure data security and confidentiality in payroll processing.
- Troubleshoot common system issues and errors.

Day 4 : Reporting, Auditing, and Year-End Processing

- Generate statutory and management payroll reports.
- Prepare for internal and external payroll audits.
- Reconcile payroll accounts and resolve discrepancies.
- Complete year-end processing and reporting obligations.

Day 5 : Practical Payroll Challenges and Best Practices

- Analyze complex case studies and resolve payroll scenarios.
- Implement process improvements for payroll efficiency.
- Discuss emerging trends and future developments in payroll.
- Develop an action plan for ongoing payroll excellence.



Seminar dates

Available seminar dates

Live dates and pricing for Advanced Payroll Mastery: A Comprehensive Guide to Payroll Management generated from the course details page.

Date	Location	Format	Fee
Dates on request	Venue on request	Classroom	**Contact us**

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