informatech

HUMAN RESOURCES AND TRAINING | HRT-041

Certified Payroll Professional

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Course content

Why Attend

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
- 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

Course content

Target Audience

- 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

Course 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

Course content

Course outline

- 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

Course content

Course outline

- Payroll problem solving techniques
- Best practices in payroll administration
- Building a payroll improvement plan
- Final practical payroll case study

Seminar dates

Available seminar dates

Live dates and pricing for Certified Payroll Professional generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Barcelona - Spain	Classroom	**€3,400.-**
16 - 20 November 2026	Kuala lumpur - Malaysia	Classroom	**€2,280.-**
7 - 11 December 2026	Istanbul - Turkey	Classroom	**€3,080.-**
14 - 18 December 2026	Barcelona - Spain	Classroom	**€3,400.-**
21 - 25 December 2026	Vienna - Austria	Classroom	**€3,360.-**
18 - 22 January 2027	Dubai - UAE	Classroom	**€3,400.-**
15 - 19 February 2027	Istanbul - Turkey	Classroom	**€2,280.-**
15 - 19 March 2027	Cape Town - South Africa	Classroom	**€2,272.-**
19 - 23 April 2027	Barcelona - Spain	Classroom	**€3,080.-**
17 - 21 May 2027	Munich - Germany	Classroom	**€3,400.-**
21 - 25 June 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
19 - 23 July 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
16 - 20 August 2027	London - U.K	Classroom	**€3,360.-**
20 - 24 September 2027	Paris - France	Classroom	**€3,600.-**
18 - 22 October 2027	Istanbul - Turkey	Classroom	**€2,280.-**
15 - 19 November 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
20 - 24 December 2027	London - U.K	Classroom	**€3,360.-**