

Course No. 2024

Payroll Management, Compliance & Administration Training Course

COMPENSATION, BENEFITS, TOTAL REWARDS & PAYROLL
HUMAN RESOURCES & TALENT MANAGEMENT

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Payroll Management, Compliance & Administration Training Course provides a comprehensive and practical framework for managing payroll operations accurately, efficiently, and in compliance with applicable organizational policies and legal requirements. The programme addresses the complete payroll cycle, from employee data and attendance inputs to salary calculations, deductions, payments, reconciliations, reporting, and payroll controls.

Participants will examine the key components of payroll, including basic salaries, allowances, overtime, bonuses, incentives, deductions, leave, benefits, end-of-service payments, and other employee-related financial transactions. The course emphasizes the importance of accurate employee records, reliable payroll data, clear procedures, and effective coordination between human resources, finance, payroll, and other relevant functions.

The programme also focuses on payroll compliance and risk management, including statutory deductions, tax and social security requirements where applicable, employment-related obligations, confidentiality, payroll documentation, audit readiness, and controls designed to prevent errors, fraud, unauthorized changes, and payment discrepancies.

Through practical payroll calculations, case studies, reconciliation exercises, control assessments, and an integrated final workshop, participants will develop the ability to strengthen payroll administration, improve accuracy and timeliness, manage compliance requirements, and establish effective payroll governance and control mechanisms.

Objectives

- By the end of this training course, participants will be able to:
- Explain the principles and structure of modern payroll management.
- Analyze the complete payroll processing cycle and key operational requirements.
- Apply accurate methods for calculating salaries, allowances, overtime, bonuses, and deductions.
- Evaluate the impact of leave, benefits, incentives, and employee changes on payroll.
- Manage employee payroll data and maintain accurate payroll records.
- Apply appropriate payroll procedures, controls, and approval mechanisms.

- Analyze statutory deductions, taxes, social security contributions, and other applicable obligations.
- Identify payroll compliance risks and potential areas of non-compliance.
- Apply effective payroll reconciliation and validation procedures.
- Evaluate payroll reports and identify errors, anomalies, and discrepancies.
- Strengthen controls over payroll changes, access, authorization, and payments.
- Protect confidential employee and payroll information.
- Develop effective procedures for payroll processing and administration.
- Assess payroll service performance and operational efficiency.
- Improve coordination between HR, payroll, finance, and other stakeholders.
- Develop an integrated framework for payroll compliance, administration, and continuous improvement.

Who Should Attend

This course is designed for payroll managers, payroll officers, compensation and benefits professionals, HR managers, HR specialists, payroll administrators, and human resources professionals responsible for payroll processing and employee compensation administration.

It is also suitable for finance managers, accountants, financial controllers, HR business partners, compliance professionals, internal auditors, HR operations professionals, and managers responsible for payroll controls, reporting, and employee data management.

The programme is particularly relevant to professionals working in government entities, ministries, banks, financial institutions, insurance companies, oil and gas organizations, energy companies, multinational corporations, healthcare organizations, technology companies, and large private-sector organizations.

Learning Outcomes

- Upon completion of the course, participants will be able to:
- Manage the complete payroll cycle from data preparation through final payment.
- Calculate employee salaries and payroll components accurately.

- Process allowances, overtime, bonuses, incentives, deductions, and benefits.
- Evaluate the payroll impact of employee movements and contractual changes.
- Maintain accurate and reliable employee payroll records.
- Apply payroll policies and procedures consistently.
- Process statutory deductions and other applicable payroll obligations.
- Identify and address payroll compliance risks.
- Perform payroll reconciliations and investigate discrepancies.
- Review payroll reports and validate payroll results before payment.
- Strengthen payroll authorization and approval controls.
- Identify and mitigate payroll fraud and unauthorized transaction risks.
- Protect payroll data and maintain appropriate confidentiality.
- Improve payroll processing efficiency and service quality.
- Support internal and external payroll audits through appropriate documentation.
- Develop a sustainable payroll administration and compliance improvement framework.

Course Outline

DAY 01

Payroll Management Foundations and Payroll Administration

- Role and strategic importance of payroll management
- Payroll policies, procedures, and governance
- Payroll cycle and processing stages
- Employee master data and payroll records
- Salary structures and payroll components
- Allowances, benefits, overtime, and incentives
- Employee movements and payroll changes
- Payroll calendars and processing deadlines

PRACTICAL APPLICATION

Mapping the complete payroll processing cycle

DAY 02

Payroll Calculations, Deductions and Employee Payments

- Salary and wage calculations
- Overtime and additional compensation
- Bonuses, incentives, and variable pay
- Leave and absence impact on payroll
- Employee deductions and recoveries
- Statutory deductions and contributions
- End-of-service and final settlement calculations
- Payroll adjustments and retroactive payments

PRACTICAL APPLICATION

Preparing and validating a complete payroll calculation

DAY 03

Payroll Compliance, Risk and Regulatory Requirements

- Payroll compliance framework
- Employment-related payroll obligations
- Tax and social security requirements where applicable
- Statutory reporting and documentation
- Payroll compliance risks and common violations
- Managing employee classification and contractual changes
- Payroll records and audit requirements
- Handling payroll disputes and employee queries

PRACTICAL APPLICATION

Conducting a payroll compliance risk assessment

DAY 04

Payroll Controls, Reconciliation and Data Management

- Payroll control frameworks
- Segregation of duties and authorization controls
- Payroll access and system security
- Payroll change controls
- Pre-payment and post-payment validation
- Payroll reconciliation with accounting records
- Identifying errors, anomalies, and duplicate payments
- Payroll fraud prevention and detection
- Confidentiality and protection of employee payroll data

PRACTICAL APPLICATION

Designing a payroll control and reconciliation framework

DAY 05

Payroll Reporting, Governance and Continuous Improvement

- Payroll reporting and management information
- Payroll performance indicators
- Payroll accuracy, timeliness, and service-level measures
- Payroll audit preparation and evidence management
- Payroll technology and process automation
- Outsourced payroll and service provider management
- Root-cause analysis of recurring payroll issues
- Payroll process improvement and standardization
- Building sustainable payroll governance
- Final Integrated Workshop: Developing a Payroll Management, Compliance & Administration Improvement Framework



Register or Request More Information

Course page: <https://quest-training.com/courses/payroll-management-compliance-administration-training-course>

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