

## PAYROLL MANAGEMENT

*"Streamline Payroll Processes, Ensure Compliance, and Accurately Compensate Employees."*

### Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

### Introduction

Payroll management is a critical function in any organization, involving accurate calculation of salaries, deductions, benefits, and compliance with legal and tax regulations. This course provides participants with a comprehensive understanding of payroll processes, statutory requirements, and best practices, enabling them to manage payroll efficiently and reduce errors.

Through practical exercises, case studies, and interactive discussions, participants will learn how to process payroll accurately, handle employee benefits, maintain records, and ensure compliance with labor laws and taxation requirements.

### Objectives

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

- Understand the components and processes of payroll management.
- Calculate salaries, allowances, deductions, and overtime accurately.
- Ensure compliance with labor laws, tax regulations, and social security requirements.
- Maintain payroll records and generate reports efficiently.
- Apply best practices in payroll processing and internal controls.
- Integrate payroll systems with accounting and HR processes.
- Handle payroll audits and resolve discrepancies effectively.

## Why Attend

Accurate payroll management is essential for employee satisfaction, legal compliance, and organizational efficiency. This course enables participants to streamline payroll operations, minimize errors, and ensure timely and accurate compensation, enhancing both individual and organizational performance.

## Target Audience

This course is suitable for:

- Payroll officers and HR professionals
- Accountants and finance staff involved in payroll processing
- HR managers and administrative staff
- Professionals seeking to enhance payroll management skills
- Anyone responsible for employee compensation and compliance

## Individual Benefits

- Gain practical knowledge of payroll processing and management.
- Improve accuracy in salary calculations, deductions, and benefits.
- Enhance understanding of labor laws and statutory compliance.
- Increase professional competence and career growth opportunities.
- Build confidence in handling payroll audits and resolving discrepancies.

## Organizational Benefits

- Streamline payroll processes and improve efficiency.
- Ensure compliance with labor, tax, and social security regulations.
- Reduce errors and disputes in employee compensation.
- Enhance employee satisfaction through timely and accurate payroll management.
- Build internal expertise in payroll and related HR processes.

## Instructional Methodology

- Instructor-led interactive sessions
- Practical exercises and case studies
- Step-by-step guidance on payroll calculations and compliance
- Group discussions and collaborative problem-solving
- Continuous feedback, Q&A sessions, and applied exercises

### Course Outline

- Module 1: Introduction to Payroll Management – Importance and Objectives
- Module 2: Components of Payroll – Basic Pay, Allowances, Deductions, and Bonuses
- Module 3: Statutory Compliance – Tax, Social Security, and Labor Laws
- Module 4: Payroll Calculations – Gross, Net Pay, and Deductions
- Module 5: Managing Employee Benefits and Incentives
- Module 6: Payroll Records Management and Reporting
- Module 7: Internal Controls in Payroll Processing
- Module 8: Handling Payroll Audits and Resolving Discrepancies
- Module 9: Payroll Systems and Automation Tools
- Module 10: Capstone Exercise – Comprehensive Payroll Processing Simulation

### Certification

Upon successful completion, participants will receive a Certificate in Payroll Management, validating their ability to manage payroll operations efficiently, ensure compliance, and accurately compensate employees while minimizing errors and risks.

### Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

#### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

**+601116373203**

EMAIL:

**info@mawaevents.net**

© Material published by MAWA Events shown here is copyrighted. All rights reserved. Any unauthorized copying, distribution, use, dissemination, downloading, storing (in any medium), transmission, reproduction or reliance in whole or any part of this course outline is prohibited and will constitute an infringement of copyright.