MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT

"Ensure Accuracy, Compliance, and Efficiency in Every Payroll Cycle"

Schedule

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

Introduction

Payroll is one of the most critical and sensitive functions within any organization. Accurate payroll management ensures employee satisfaction, compliance with labor laws, and financial integrity. However, managing payroll effectively requires more than just calculating salaries — it demands a clear understanding of statutory requirements, internal controls, reporting, and analytical capabilities.

Payroll: Preparation, Analysis and Management is a comprehensive, hands-on training program designed to enhance the technical and analytical skills of payroll professionals. The course provides practical knowledge on payroll systems, salary structures, tax and statutory deductions, compliance procedures, and payroll reconciliation. Participants will also learn to analyze payroll data for strategic workforce and financial insights, ensuring accuracy, transparency, and accountability in payroll operations.

Objectives

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

- Understand the principles and components of an effective payroll system.
- Accurately calculate employee earnings, benefits, deductions, and taxes.
- Apply relevant labor laws, tax regulations, and compliance standards.
- Implement internal controls and audit procedures for payroll accuracy.
- Reconcile payroll data with financial and HR systems.
- Analyze payroll costs and trends to support management decisions.
- Manage confidential employee data securely and ethically.
- Design efficient payroll processes to minimize errors and delays.

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Why Attend

Payroll errors and non-compliance can lead to legal risks, financial penalties, and loss of employee trust. This course ensures that participants gain a strong command over payroll processes, statutory obligations, and reporting standards.

You will develop the confidence to manage complex payroll functions efficiently, identify improvement areas, and use payroll analytics to support broader HR and financial strategies. Whether you are new to payroll or seeking to enhance your expertise, this course delivers the practical insights and best practices required for excellence in payroll management.

Target Audience

This course is ideal for:

- Payroll Officers and Administrators
- HR and Finance Executives
- Accounting and Auditing Professionals
- HR Managers and Business Partners
- Compensation and Benefits Specialists
- Small Business Owners and Entrepreneurs
- Anyone responsible for payroll preparation and management

Individual Benefits

- Gain end-to-end understanding of payroll processing and compliance.
- Learn to use payroll systems and analytical tools effectively.
- Improve accuracy and efficiency in salary computation and reporting.
- Strengthen your compliance knowledge to reduce legal and financial risks.
- Develop analytical skills for payroll data interpretation and reporting.
- Increase professional credibility and career advancement prospects.

Organizational Benefits

- Ensure accuracy, compliance, and transparency in payroll operations.
- Reduce payroll errors, disputes, and processing time.
- Improve financial reporting and cost control through payroll analysis.
- Strengthen internal controls and data management systems.
- Enhance employee trust and satisfaction through reliable payroll delivery.
- Build in-house expertise for sustainable payroll and HR operations.

Instructional Methodology

This course employs a practical and interactive learning approach, including:

- Real-life payroll case studies and scenarios
- Step-by-step salary calculation exercises
- Demonstrations using payroll templates and software tools
- Group workshops on payroll reconciliation and analysis
- Discussions on labor laws, taxation, and compliance
- Practical templates, checklists, and reporting tools for immediate use

MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

Course Outline

Module 1: Introduction to Payroll Management and Core Concepts

Module 2: Components of Pay – Basic, Allowances, Incentives, and Benefits

Module 3: Statutory Deductions – Taxes, Social Security, Pensions, and Benefits

Module 4: Payroll Processing Cycle and Internal Controls

Module 5: Payroll Reconciliation and Audit Procedures

Module 6: Managing Leave, Overtime, and Variable Pay Components

Module 7: Payroll Reporting and Data Analysis for Decision-Making

Module 8: Payroll Compliance – Legal and Regulatory Frameworks

Module 9: Integration of Payroll with HR and Finance Systems

Module 10: Payroll Automation, Technology, and Best Practices

Certification

Upon successful completion, participants will receive a Certificate in Payroll Preparation, Analysis, and Management, validating their expertise in managing payroll operations with accuracy, compliance, and strategic insight.

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**

Follow us: **Facebook** **Twitter** **YouTube** **LinkedIn** **Instagram**

© 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.