Training Course:

Payroll Management & Effective Payroll Controls

6 - 10 January 2025
Liverpool (UK)

Training Course:
Payroll Management & Effective Payroll Controls

Training Course code: MA234682 From: 6 - 10 January 2025 Venue: Liverpool (UK) - Training Course Fees: 5250 ⬜ Euro

Introduction

The efficient management of the payroll function is crucial for any business with multiple employees. It is an aspect that requires attention to detail and careful observation of the regulatory environment. The integration of the payroll function with the finance and human resource departments further contributes to the operational management of a successful organization.

This intensive 5-day training course gives a comprehensive understanding of the principles of payroll management and effective controls with a strong emphasis on practical application in the working environment. Whether you are seeking to

manage these functions within your organization or diversify your skill set for career progression, this training course will provide you with the skills and knowledge needed

to perform the vital function of payroll management and the effective implementation of controls.

You will find value in taking this training course by formalizing and updating your skills and learning the most up-to-date processes and best practices involved in the payroll

function.

Participants will develop the following competencies:

- Understanding the payroll regulatory and compliance environment

- Confidence in managing the payroll department

- Skills to identify risk and implement controls

- Ability to integrate the payroll division with the HR and finance department

Course Objective of Payroll Management & Effective Payroll Controls

- How to effectively run a compliant payroll office

- Practical payroll implementation

- How to generate information and reports for internal and external use

- How to plan, organize, implement and monitor work within the payroll environment

- Data processing using software

- Integration of payroll into the HR and finance departments

- Mitigating risk and implementation of controls

- Performance of internal and external payroll audits

Course Methodology of Payroll Management & Effective Payroll Controls

The Payroll Management & Effective Payroll Controls training course will be taught in an interactive manner, using lectures,
lessons learned, practical examples, video materials, case studies, software demonstrations, shared participant experiences, and practice sessions. There will be group work as well as individual exercises. Delegates will be encouraged to participate actively.

Course summary of Payroll Management & Effective Payroll Controls

This training covers essential skills in managing the payroll division. It looks at the regulatory environment, practical payroll implementation, and management as well as integration
with the corporate finance and human resource departments.

Target Audience of Payroll Management & Effective Payroll Controls

- Payroll administrators who wish to enhance their payroll knowledge and application

- Human Resource professionals who wish to gain a better understanding of the payroll system and how it is integrated into the corporate human resource environment

- Accountants who wish to diversify their skill set for career progression

Course outlines Payroll Management & Effective Payroll Controls

DAY 1
PAYROLL ENVIRONMENT

- Types of payroll systems

- How to effectively run your payroll department/office

- The acts that govern payroll

- Integration with company policies

- Responsibility of the payroll administrator

- Internal payroll audit

DAY 2
PRACTICAL PAYROLL IMPLEMENTATION

- The key steps involved in payroll activities.

- Creating cost centers, pay points, and job codes

- Maintaining employee data

- Processing leave

- Setting up payslips and ensuring regulatory compliance

- Capturing overtime and additional payment information

- Making amendments and accounting for specific

- transactions

- Updating to new pay period and month-end procedures

DAY 3
CORPORATE INTEGRATION

- Linking payroll with the company finance department

- Recording of payroll transactions in the accounting records

- Application of payroll accruals

- Common payroll measurements and how they are used

- Contents of the various payroll reports and how to use

- them

- How to utilize payroll reports for problem-solving

- Payroll and external audit procedures

DAY 4
PAYROLL MANAGEMENT

- Definition of an employee and how an employee

- designation impacts payroll

- Employee time management and tracking

- Employee compensation

- Additional employee benefits

- Types of deductions and why they are used

- Ethical considerations in the payroll function

- Linking payroll with the HR Human Resource function

- Setting up your payroll division

DAY 5
EFFECTIVE PAYROLL CONTROLS

- Protection of personal information

- What are internal controls?

- Identifying risks in the payroll cycle

- Implementation of payroll controls

- Evaluating payroll controls

- Outsourcing arrangements and responsibilities

- Common mistakes and how to avoid them

Registration form on the Training Course:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Company Information

Company Name: ....
Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |