



*Training Course:
Payroll Management and HR Best Practices*

*3 - 7 March 2025
Kigali (Rwanda)*

Training Course: Payroll Management and HR Best Practices

Training Course code: HR235615 From: 3 - 7 March 2025 Venue: Kigali (Rwanda) - Training Course Fees: 5950 € Euro

Introduction:

This specialized training program, designed by Global Horizon Training Center, provides HR professionals and payroll administrators with the essential knowledge and skills required to manage payroll efficiently while adhering to best HR practices. This course covers the intricacies of payroll systems, regulatory compliance, and the strategic integration of payroll with overall HR functions. By completing this program, participants will be equipped with the tools to ensure accurate payroll processing, enhance compliance, and contribute to improved organizational efficiency.

Objectives

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

- Understand the fundamentals of payroll management and HR best practices.
- Ensure payroll compliance with local and international labor laws and regulations.
- Utilize HR and payroll systems to streamline operations.
- Integrate payroll functions with broader HR strategies for better workforce management.
- Analyze payroll data to drive business decisions and improve compensation strategies.
- Identify and mitigate payroll-related risks, including errors and fraud.

Course Methodology

The program will be delivered through a mix of:

- Interactive lectures and presentations.
- Case studies and real-world examples.
- Group discussions and workshops.
- Hands-on exercises with payroll software simulations.
- Problem-solving sessions focused on common payroll challenges.

Organizational Impact

Upon completing this course, organizations will benefit from:

- Improved payroll accuracy and efficiency, reducing errors and penalties.
- Enhanced HR and payroll integration for better employee management and satisfaction.
- A reduction in compliance risks and payroll disputes.
- Streamlined processes that lead to cost savings and operational efficiency.
- Strengthened internal controls to prevent payroll fraud.

Target Audience

This program is ideal for:

- HR Managers and Payroll Officers
- Finance and Accounting Professionals involved in payroll
- Compensation and Benefits Specialists
- HR Administrators and Coordinators
- Professionals responsible for payroll compliance and reporting

5-Day Detailed Course Outline

Day 1: Payroll Fundamentals and Compliance

- Introduction to payroll management
- Overview of payroll systems and processes
- Legal and regulatory requirements for payroll local and international
- Understanding employee classifications and their payroll implications
- Key payroll documents and records

Day 2: Payroll Processing and Reporting

- Payroll calculation methods and tools
- Processing payroll for different employee categories full-time, part-time, contractors
- Tax deductions, benefits, and allowances

- Payroll reporting requirements government filings, employee statements
- Managing payroll timelines and schedules

Day 3: Payroll Integration with HR Systems

- Role of HR in payroll management
- HR information systems HRIS and payroll integration
- Automating payroll processes with HR software
- Managing employee data: from onboarding to offboarding
- Timekeeping, attendance, and leave management systems

Day 4: Risk Management and Payroll Audits

- Identifying payroll risks fraud, errors, non-compliance
- Conducting internal payroll audits
- Payroll controls and best practices for fraud prevention
- Addressing payroll discrepancies and disputes
- Legal implications of payroll errors

Day 5: Strategic Payroll Management

- Linking payroll to broader HR strategies employee engagement, compensation policies
- Payroll analytics: using data to inform HR decisions
- Cost management and budgeting for payroll
- Best practices in compensation and benefits management
- Continuous improvement in payroll processes

Registration form on the Training Course: Payroll Management and HR Best Practices

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng):
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Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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