



*Training Course:  
Payroll Preparation and Analysis*

*25 - 29 August 2025  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Payroll Preparation and Analysis

Training Course code: HR236011 From: 25 - 29 August 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5500 € Euro

### Introduction

This program, designed by Global Horizon Training Center, equips participants with the essential knowledge and skills to manage payroll processes effectively and to analyze payroll data for informed decision-making. The course combines technical payroll preparation practices with key analytical techniques to ensure accuracy, compliance, and financial insight.

### Objectives

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

- Understand the fundamentals and best practices of payroll management.
- Prepare accurate payrolls in compliance with local laws and organizational policies.
- Analyze payroll data for financial and operational insights.
- Identify and resolve common payroll errors and discrepancies.
- Apply key tools and systems to streamline payroll processes.

### Organizational Impact

- Ensure accurate and timely payroll processing.
- Minimize errors and compliance risks.
- Enhance transparency and trust with employees.
- Support strategic workforce planning and financial analysis.
- Improve operational efficiency and accountability in payroll management.

### Target Audience

- HR professionals and payroll officers.
- Finance and accounting staff.
- Administrative professionals involved in payroll activities.
- Managers seeking to understand payroll preparation and analysis.
- Anyone interested in strengthening their payroll management skills.

## Training Program Outline

### Day 1: Payroll Fundamentals and Compliance

- Introduction to payroll: concepts, objectives, and challenges.
- Legal and regulatory frameworks for payroll labor laws, tax regulations.
- Key elements of payroll: earnings, deductions, benefits, and net pay.
- Understanding payroll policies and internal controls.
- Group exercise: mapping a basic payroll process.

### Day 2: Payroll Preparation and Calculations

- Step-by-step payroll preparation process.
- Calculating gross pay: salary, overtime, allowances, and bonuses.
- Deductions: taxes, social security, pension, and voluntary contributions.
- Handling special payroll scenarios new hires, terminations, leaves.
- Hands-on activity: calculating payroll for sample employee scenarios.

### Day 3: Payroll Systems and Reporting

- Introduction to payroll systems and software.
- Using templates and spreadsheets for payroll accuracy.

- Payroll reconciliations: ensuring accuracy and compliance.
- Generating and interpreting payroll reports.
- Group exercise: preparing a payroll report for management.

#### Day 4: Analyzing Payroll Data

- Key performance indicators KPIs for payroll analysis.
- Trends and patterns: turnover, overtime, and benefits utilization.
- Identifying discrepancies and resolving common errors.
- Payroll data as a tool for HR and financial planning.
- Activity: analyzing payroll data to identify cost-saving opportunities.

#### Day 5: Best Practices and Continuous Improvement

- Payroll audits and internal reviews.
- Managing confidentiality and data security.
- Communication and employee engagement in payroll matters.
- Continuous improvement strategies for payroll processes.
- Action planning: personal and organizational improvements for payroll practices.

## Registration form on the Training Course: Payroll Preparation and Analysis

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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
- ☐ Please invoice me
- ☐ Please invoice my company

### Easy Ways To Register

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E-mail to us :  
info@gh4t.com  
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