



*Training Course:
Payroll Preparation and Analysis*

2 - 6 November 2025

Cairo (Egypt)

Holiday Inn & Suites Cairo Maadi, an IHG Hotel

Training Course: Payroll Preparation and Analysis

Training Course code: HR236011 From: 2 - 6 November 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 3550 € 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

Training Course code: HR236011 **From:** 2 - 6 November 2025 **Venue:** Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel **Training Course Fees:** 3550 € Euro

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

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.