



*Training Course:
Preparation and Analysis of Payroll Management
and Employee Benefits*

*27 - 31 October 2025
Kuala Lumpur (Malaysia)
Royale Chulan Kuala Lumpur*

Training Course: Preparation and Analysis of Payroll Management and Employee Benefits

Training Course code: HR236201 From: 27 - 31 October 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5500 € Euro

Introduction:

This course aims to equip participants with the knowledge and skills required to effectively prepare, analyze, and manage payroll and employee entitlements in an organized and accurate manner. Participants will learn how to calculate payroll precisely, ensure compliance with financial policies, and analyze payroll-related costs contributing to improved financial and administrative planning within the organization's HR functions.

Program Objectives:

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

- Gain essential skills for preparing and analyzing payroll and entitlements.
- Understand payroll components and apply accurate, comprehensive calculation methods.
- Develop financial monitoring and evaluation skills related to employee entitlements.
- Strengthen compliance with financial policies and regulations to ensure integrity and accuracy in payroll processes.

Target Audience:

- HR and finance professionals
- Payroll and compensation department managers
- Individuals seeking to improve their payroll analysis and management skills
- Accountants and financial controllers responsible for employee entitlements

Course Outlines:

Day 1:

Introduction to Payroll and Entitlement Management

- Fundamental concepts and terminology in payroll management
- Importance of payroll in promoting compliance and employee satisfaction
- Payroll structure and how it is organized within institutions

- Overview of local and international payroll-related laws and regulations

Day 2:

Analyzing Payroll Components and Entitlements

- Key payroll components: basic salary, allowances, and incentives
- Deductions and additions: calculating overtime, bonuses, and insurance deductions
- Financial impact: how payroll changes affect the HR budget
- Payroll auditing: ensuring accuracy and consistency in payroll records

Day 3:

Preparing Payroll Sheets and Entitlement Reports

- Preparing payroll sheets: using tools and computing techniques
- Payroll reporting: preparing monthly and annual payroll reports
- System integration: linking payroll systems with other HR systems
- Data analysis: using analytical techniques to understand payroll and entitlement trends

Day 4:

Compliance and Regulatory Oversight

- Policies and regulations: understanding legal obligations in payroll
- Taxes and social insurance: calculating tax liabilities and insurance deductions
- Internal and external auditing: ensuring transparency and legal compliance
- Monitoring procedures: establishing mechanisms for financial compliance control

Day 5:

Improving Payroll Systems and Managing Change

- Payroll technologies: advanced tools and systems for accuracy and efficiency
- Continuous improvement strategies: optimizing payroll management processes
- Change management: adapting to policy and legislative changes

- Final assessment: review and evaluation of acquired knowledge and its workplace application

Registration form on the Training Course: Preparation and Analysis of Payroll Management and Employee Benefits

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

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