



*Training Course:
Payroll Management & Effective Payroll
Controls*

*18 - 22 January 2027
Kigali (Rwanda)*

Training Course: Payroll Management & Effective Payroll Controls

Training Course code: MA234682 From: 18 - 22 January 2027 Venue: Kigali (Rwanda) - Training Course Fees: 6350 €

Introduction

Efficient payroll management is critical to organizational success, requiring accuracy, compliance, and strong internal controls. The [Payroll Management & Effective Payroll Controls](#) program equips participants with the knowledge and practical skills needed to manage payroll operations effectively and ensure compliance with regulatory requirements.

This program focuses on payroll processing, integration with HR and finance functions, risk management, and the implementation of effective control systems to enhance accuracy, transparency, and efficiency.

Course Objectives

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

- Understand payroll systems and regulatory compliance requirements
- Manage payroll operations efficiently and accurately
- Implement payroll processes and procedures effectively
- Generate payroll reports for internal and external use
- Integrate payroll with HR and finance functions
- Identify payroll risks and implement appropriate controls
- Conduct payroll audits and ensure compliance
- Utilize payroll software and data processing techniques
- Plan, organize, and monitor payroll activities

Target Audience

This program is designed for:

- Payroll Administrators and Officers
- Human Resources Professionals
- Accountants and Finance Staff
- Professionals involved in payroll processing and compliance
- Individuals seeking to enhance payroll management skills

Outline

Day 1 - Payroll Environment and Compliance

- Overview of payroll systems and structures
- Managing payroll operations effectively
- Payroll legislation and regulatory requirements
- Integration of payroll with company policies
- Roles and responsibilities of payroll administrators
- Introduction to internal payroll audits

Day 2 - Practical Payroll Implementation

- Key steps in payroll processing
- Setting up cost centers, pay points, and job codes
- Managing and maintaining employee data
- Processing leave, overtime, and additional payments
- Payslip preparation and compliance requirements
- Month-end and payroll cycle procedures

Day 3 - Payroll Integration with Finance and Reporting

- Linking payroll with financial systems
- Recording payroll transactions in accounting records
- Payroll accruals and financial reporting
- Payroll performance metrics and analysis
- Generating and interpreting payroll reports
- Payroll audit procedures and compliance checks

Day 4 - Payroll Management and HR Integration

- Employee classification and payroll implications
- Time management and attendance tracking
- Compensation structures and employee benefits
- Payroll deductions and statutory requirements
- Ethical considerations in payroll management
- Integration of payroll with HR functions
- Structuring and managing the payroll department

Day 5 - Payroll Controls and Risk Management

- Protecting employee data and confidentiality
- Principles of internal controls in payroll
- Identifying risks in the payroll cycle
- Designing and implementing payroll controls
- Evaluating control effectiveness
- Outsourcing payroll functions and responsibilities
- Common payroll errors and prevention strategies

Registration form on the Training Course: Payroll Management & Effective Payroll Controls

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