



HUMAN RESOURCES AND TRAINING

Advanced Payroll Mastery: A Comprehensive Guide to Payroll Management

Course code: HRT-072

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

- Gain advanced expertise in payroll management and compliance.
- Streamline payroll processes and reduce costly errors.
- Stay current with the latest legislative and technological developments.
- Enhance your professional credibility and career prospects.
- Master complex payroll scenarios with confidence.

Why Attend

- Interactive lectures and real-world case studies.
- Hands-on exercises using payroll software and tools.
- Group discussions and best practice sharing.
- Practical workshops for scenario analysis.
- Q&A sessions with payroll experts.

Who Should Attend

Payroll managers and supervisors.
HR professionals responsible for payroll.
Finance and accounting staff involved in payroll processes.
Payroll consultants and advisors.
Business owners seeking in-depth payroll knowledge.

— Learning Objectives

- Develop advanced skills in payroll calculation and administration.
- Interpret and apply current payroll legislation and tax regulations.
- Design and implement efficient payroll systems and controls.
- Resolve complex payroll issues including benefits and deductions.
- Prepare accurate reports and ensure audit readiness.

— Course Outline

DAY
1

Payroll Fundamentals and Regulatory Landscape

- Review core payroll concepts and terminology.
- Examine key payroll legislation and compliance requirements.
- Understand the impact of employment contracts on payroll.
- Identify risks and controls in payroll operations.

DAY
2

Advanced Payroll Calculations and Deductions

- Execute complex salary calculations, including overtime and bonuses.
- Apply statutory and voluntary deductions accurately.
- Manage benefits, allowances, and expense reimbursements.
- Handle special pay situations such as terminations and leaves.

DAY
3

Payroll Systems, Technology, and Automation

- Evaluate payroll software and automation tools.
- Integrate payroll with HR and accounting systems.
- Ensure data security and confidentiality in payroll processing.
- Troubleshoot common system issues and errors.

DAY
4

Reporting, Auditing, and Year-End Processing

- Generate statutory and management payroll reports.
- Prepare for internal and external payroll audits.
- Reconcile payroll accounts and resolve discrepancies.
- Complete year-end processing and reporting obligations.

DAY
5

Practical Payroll Challenges and Best Practices

- Analyze complex case studies and resolve payroll scenarios.
- Implement process improvements for payroll efficiency.
- Discuss emerging trends and future developments in payroll.
- Develop an action plan for ongoing payroll excellence.

— Upcoming Classroom Dates

Schedule available on request. Contact SPARK Training for current dates, locations, and fees.

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.