



HUMAN RESOURCES AND TRAINING

Certified Payroll Professional

Course code: HRT-041

SPARK TRAINING

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

info@sparktraining.eu

+31 85 115 0004 | sparktraining.eu

— Workshop Overview

Payroll management is a critical function that ensures employees are paid accurately, on time, and in compliance with legal and organizational requirements. This program provides participants with the knowledge and practical skills needed to manage payroll operations efficiently, reduce errors, maintain confidentiality, and apply best practices in payroll administration.

Why Attend

This course uses a practical and interactive approach through presentations, case studies, payroll calculations, discussions, exercises, and real workplace examples to strengthen participants' payroll management skills.

Who Should Attend

Payroll Officers
HR and Payroll Administrators
Finance and Accounts Staff
Compensation and Benefits Officers
HR Managers
Administrative Professionals involved in payroll
Anyone responsible for salary processing

— Learning Objectives

- Understand payroll principles and processes
- Manage employee compensation and deductions accurately
- Process overtime, bonuses, and benefits payments
- Apply payroll compliance requirements
- Maintain payroll records and confidentiality
- Identify and resolve payroll errors
- Improve payroll controls and reporting systems
- Enhance efficiency in payroll operations

Course Outline

DAY
1

Fundamentals of Payroll Management

- Role and importance of payroll in organizations
- Payroll policies and procedures
- Components of employee compensation
- Payroll cycle and timelines
- Employee data management
- Common payroll terminology

DAY
2

Payroll Calculations and Deductions

- Basic salary and allowances calculations
- Overtime and shift payment calculations
- Bonuses and incentive payments
- Leave salary calculations
- Deductions and adjustments
- Final payroll review procedures

DAY
3

Payroll Compliance and Controls

- Legal and regulatory payroll requirements
- Internal payroll controls
- Preventing payroll fraud and errors
- Record keeping requirements
- Managing confidential payroll information
- Payroll audit preparation

DAY
4

Payroll Systems and Reporting

- Introduction to payroll systems
- Automating payroll processes
- Payroll reports and reconciliations
- Managing payroll changes and updates
- Handling employee payroll inquiries
- Improving payroll efficiency

DAY

5

Advanced Payroll Administration

- Managing end-of-service settlements
- Multi-location payroll challenges
- Payroll problem solving techniques
- Best practices in payroll administration
- Building a payroll improvement plan
- Final practical payroll case study

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Amsterdam - Netherlands	€2,125
12 - 16 October 2026	London - United Kingdom	€1,925
9 - 13 November 2026	Barcelona - Spain	€2,125
16 - 20 November 2026	Kuala Lumpur - Malaysia	€1,425
7 - 11 December 2026	Istanbul - Türkiye	€1,925
14 - 18 December 2026	Barcelona - Spain	€2,125
21 - 25 December 2026	Vienna - Austria	€2,100
18 - 22 January 2027	Dubai - UAE	€2,125

— 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.