# Payroll Fundamentals for HR Training Course

Professional Development Training Course Outline

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|---|---|---|---|
| **Category** | Human Resource Management | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

In today’s fast-paced business environment, mastering payroll management is essential for every HR professional. Payroll is not just about calculating salaries it’s about ensuring compliance, accuracy, and employee satisfaction. This training equips HR practitioners with the knowledge and skills to manage end-to-end payroll processes, understand tax regulations, and implement best practices in line with global HR standards. By integrating real-world case studies, participants gain practical insights into payroll management challenges, making them confident in handling complex payroll scenarios.

Payroll Fundamentals for HR Training Course emphasizes automation, digital payroll tools, and regulatory compliance, helping HR teams optimize efficiency and reduce errors. Participants will learn the latest trends in HR technology, statutory compliance, and payroll analytics, preparing them to support organizational growth. With hands-on exercises and interactive learning, this program ensures participants can design, implement, and audit payroll systems effectively, improving overall workforce management and employee engagement.

## Programme Curriculum

**Payroll Fundamentals for HR Training Course**

**Introduction**

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**Course Duration**

5 days

**Course Objectives**

1. Understand the fundamentals of payroll management and HR integration.
2. Learn to calculate salaries, deductions, and allowances accurately.
3. Gain expertise in statutory compliance and labor laws.
4. Master taxation principles for payroll processing.
5. Implement digital payroll tools and automation for efficiency.
6. Analyze payroll data for strategic HR decision-making.
7. Develop skills in payroll reporting and audit readiness.
8. Explore employee benefits, incentives, and compensation structures.
9. Enhance knowledge of timekeeping and attendance systems.
10. Handle salary revisions, promotions, and terminations efficiently.
11. Learn risk management and payroll fraud prevention strategies.
12. Apply best practices for global payroll management.
13. Build capabilities in employee engagement through payroll accuracy and transparency.

**Target Audience**

1. HR Executives and Managers
2. Payroll Specialists
3. Compensation and Benefits Professionals
4. HR Business Partners
5. Finance and Accounting Teams
6. Small Business Owners
7. HR Interns seeking practical payroll knowledge
8. Compliance and Audit Officers

**Course Modules**

**Module 1: Introduction to Payroll Fundamentals**

- Understanding the payroll lifecycle
- Key payroll terminology and concepts
- Roles of HR and payroll in organizations
- Overview of payroll compliance requirements
- Case study: Payroll process mapping in a mid-sized company

**Module 2: Salary Calculation and Allowances**

- Structuring employee salaries and components
- Understanding allowances and deductions
- Calculating overtime, bonuses, and incentives

- Payroll simulations using real-life scenarios
- Case study: Salary calculation for a multinational firm

**Module 3: Statutory Compliance and Labor Laws**

- Overview of labor laws and regulations
- PF, ESI, gratuity, and tax obligations
- Handling compliance audits
- Reporting and documentation best practices
- Case study: Resolving compliance issues in a manufacturing company

**Module 4: Taxation and Payroll Management**

- Income tax and TDS for employees
- Tax planning strategies in payroll
- Filing and reporting tax compliance
- Understanding professional tax and deductions
- Case study: Tax filing challenges in a service organization

**Module 5: Payroll Software and Automation**

- Introduction to payroll management systems
- Automating payroll calculations
- Integration with HRIS and ERP systems
- Payroll error detection and correction
- Case study: Implementing payroll automation in IT services

**Module 6: Payroll Reporting and Analytics**

- Generating accurate payroll reports
- Payroll KPIs and metrics
- Using analytics for HR decision-making
- Payroll dashboards for management insights
- Case study: Improving payroll efficiency using analytics

**Module 7: Payroll Audits and Risk Management**

- Identifying payroll errors and fraud risks
- Conducting internal payroll audits
- Implementing internal controls
- Compliance checks and risk mitigation
- Case study: Payroll audit in a retail chain

**Module 8: Employee Benefits and Engagement**

- Understanding benefits administration
- Incentives and rewards programs
- Linking payroll accuracy with employee satisfaction
- Handling grievances related to payroll
- Case study: Enhancing engagement through transparent payroll

## Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

**Register as a group from 3 participants for a Discount**

**Send us an email: info@fineskilltrainingcenter.org or call** *+254769199797*

***Certification***

*Upon successful completion of this training, participants will be issued with a globally- recognized certificate.*

***Tailor-Made Course***

*We also offer tailor-made courses based on your needs.*

**Key Notes**

**a.** The participant must be conversant with English.

**b.** Upon completion of training the participant will be issued with an Authorized Training Certificate

**c.** Course duration is flexible and the contents can be modified to fit any number of days.

**d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

**e.** One-year post-training support Consultation and Coaching provided after the course.

**f.** Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

Ready to enroll or request a customized program? Book online or contact us:

**Register Online Now**

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com