€TRAINING

Payroll Preparation with Analysis and Management

16 - 20 September 2024
Kuala Lumpur (Malaysia)

Payroll Preparation with Analysis and Management

REF: H1452 DATE: 16 - 20 September 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

Introduction:

This training program provides a thorough examination of payroll preparation, analysis, and management, focusing on the essential practices and strategies needed to ensure accurate and efficient payroll operations. It empowers participants to manage payroll systems effectively, analyze payroll data for informed decision-making, and align payroll practices with organizational goals.

Program Objectives:

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

- Understand the principles and processes of payroll preparation and management.

- Analyze payroll data to ensure accuracy and compliance.

- Develop strategies for effective payroll management.

- Implement best practices for payroll processing and reporting.

- Address common payroll challenges and issues.

Targeted Audience:

- Payroll Managers.

- HR Managers.

- Finance Professionals.

- Payroll Specialists.

- Accountants.

Program Outline:

Unit 1:

Fundamentals of Payroll Preparation:

- Overview of payroll preparation processes.

- Key components of payroll systems.

- Calculating wages, salaries, and deductions.

- Payroll compliance with legal requirements.

- Ensuring accuracy in payroll calculations.

Unit 2:

Payroll Analysis Techniques:

- Analyzing payroll data for accuracy.

- Identifying and resolving payroll discrepancies.

- Using payroll reports for decision-making.

- Benchmarking payroll performance.

- Tools and software for payroll analysis.

Unit 3:

Managing Payroll Systems:

- Implementing and maintaining payroll systems.

- Integration of payroll with other HR and financial systems.

- Payroll process optimization strategies.

- Handling payroll system updates and changes.

- Ensuring data security and confidentiality.

Unit 4:

Payroll Reporting and Compliance:

- Preparing and submitting payroll reports.

- Understanding payroll-related legal and tax requirements.

- Managing payroll audits and inspections.

- Addressing compliance issues and non-conformities.

- Best practices for accurate and timely reporting.

Unit 5:

Addressing Payroll Challenges

- Common payroll issues and how to address them.

- Handling employee payroll inquiries and disputes.

- Strategies for improving payroll accuracy and efficiency.

- Managing payroll in different organizational contexts.

- Future trends and developments in payroll management.