

# aractech

Global Learning for Operational Leaders

HUMAN RESOURCES AND TRAINING | HRT-041

## Certified Payroll Professional

### Contact

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# Course content

## Why Attend

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.

## Course Methodology

• 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.

## Course 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

## Target Audience

- Payroll Officers
- HR and Payroll Administrators
- Finance and Accounts Staff
- Compensation and Benefits Officers

# Course outline

## Detailed course outline

Day-by-day outline for Certified Payroll Professional.

### 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

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### 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

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### 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

# Seminar dates

## Available seminar dates

Live dates and pricing for Certified Payroll Professional generated from the course details page.

Date	Location	Format	Fee
18 - 22 May 2026	Amsterdam	Classroom	€2,940
1 - 5 June 2026	Istanbul	Classroom	€2,240
8 - 12 June 2026	Paris	Classroom	€3,080
15 - 19 June 2026	Barcelona	Classroom	€2,940
6 - 10 July 2026	Munich	Classroom	€2,975
20 - 24 July 2026	Kuala lumpur	Classroom	€1,575
3 - 7 August 2026	Amsterdam	Classroom	€2,940

**Live online option**

Online delivery is available at €1,250.