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Course Name

Payroll Management and Effective Payroll Controls

Sector Name

Finance, Accounting and Banking

Document Type

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Payroll Management and Effective Payroll Controls

Course Introduction

Payroll processing is recognized as one of the most crucial and time-consuming administrative tasks that has to be taken care of with utmost attention.

Hence, it's necessary to understand its importance in terms of business. Typically, processing payroll is a time-consuming and complex task. More so for smaller companies that do not have a dedicated person to manage their payroll. Bigger companies may have an entire department dedicated to processing payroll. Medium companies, on the other hand, may find it more efficient and cost-effective to outsource their payroll needs.

This training course is designed to provide participants with the essential principles of payroll management and effective controls, with a strong emphasis on practical application in the working environment.

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Target Audience

This **BOOST** training course is designed and beneficial for professionals such as Payroll administrators who wish to enhance their payroll knowledge and application, Human Resource professionals who wish to gain a better understanding of the payroll system and how it is integrated into the corporate human resource environment, and Accountants who wish to diversify their skillset for career progression.

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Learning Objectives

- ✓ Effectively run a compliant payroll office
- ✓ Practical payroll implementation
- ✓ Generate information and reports for internal and external use
- ✓ Plan, organize, implement and monitor work within the payroll environment
- ✓ Data processing using software
- ✓ Integration of payroll into the HR and finance departments
- ✓ Mitigating risk and implementation of controls
- ✓ Performance of internal and external payroll audits.

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Course Outline

✓ DAY 01

Practical Payroll Implementation

- ✓ The key steps involved in payroll activities.
- ✓ Creating cost centres, pay points, and job codes
- ✓ Maintaining employee data

Processing leave

- ✓ Setting up payslips and ensuring regulatory compliance
- ✓ Capturing overtime and additional payment information
- ✓ Making amendments and accounting for specific transactions
- ✓ Updating to the new pay period and month-end procedures

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Course Outline

✓ Day 02

Payroll Management

- ✓ Definition of an employee and how an employee designation impacts payroll
- ✓ Employee time management and tracking
- ✓ Employee compensation
- ✓ Additional employee benefits
- ✓ Types of deductions and why they are used
- ✓ Ethical considerations in the payroll function
- ✓ Linking payroll with the HR (Human Resources) function
- ✓ Setting up your payroll division

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Course Outline

✓ Day 03

Corporate Integration

- ✓ Linking payroll with the company's finance department
- ✓ Recording of payroll transactions in the accounting records
- ✓ Application of payroll accruals
- ✓ Common payroll measurements and how they are used
- ✓ Contents of the various payroll reports and how to use them
- ✓ How to utilise payroll reports for problem-solving
- ✓ Payroll and external audit procedures

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Course Outline

✓ Day 04

Effective Payroll Controls

- ✓ Protection of personal information
- ✓ What are internal controls?
- ✓ Identifying risks in the payroll cycle

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Course Outline

✓ Day 05

Implementation of payroll controls

- ✓ Evaluating payroll controls
- ✓ Outsourcing arrangements and responsibilities
- ✓ Common mistakes and how to avoid them

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 27, 2026	Dec. 31, 2026	5 days	4250.00 \$	KSA , Riyadh
May 4, 2026	May 8, 2026	5 days	4950.00 \$	Austria , Vienna
Sept. 28, 2026	Oct. 2, 2026	5 days	4250.00 \$	UAE , Dubai
March 14, 2027	March 18, 2027	5 days	4250.00 \$	KSA , Riyadh
April 5, 2027	April 9, 2027	5 days	4250.00 \$	UAE , Dubai

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