



Consulting and Training | Reach New Heights

Course Name

Payroll: Preparation, Analysis and Management

Sector Name

HR Strategy and Training

Document Type

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Payroll: Preparation, Analysis and Management

Course Introduction

Payroll is one of the most sensitive and business-critical processes in any organization. Beyond salary calculation, payroll accuracy, compliance, transparency, and analysis directly affect employee trust, cost control, and organizational credibility. Errors or weak controls in payroll management can lead to financial losses, legal exposure, and employee dissatisfaction.

Developed by Boost, this course presents payroll as a structured management system, covering preparation, validation, analysis, and ongoing control. Participants will gain a clear understanding of how payroll data is prepared, reviewed, analyzed, and managed to support compliance, efficiency, and informed decision-making.

Boost's Payroll Preparation, Analysis and Management – Intermediate course equips professionals to manage payroll processes confidently, accurately, and strategically.

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Target Audience

- ✓ Payroll officers and specialists
- ✓ HR and people operations professionals
- ✓ Finance and accounting staff involved in payroll
- ✓ HR shared services and operations teams
- ✓ Managers responsible for payroll oversight

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Learning Objectives

- ✓ Understand end-to-end payroll processes and controls
- ✓ Prepare payroll inputs accurately and systematically
- ✓ Review and validate payroll calculations
- ✓ Analyze payroll data to identify trends and risks
- ✓ Manage payroll compliance and governance requirements
- ✓ Support decision-making using payroll insights

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Course Outline

✓ DAY 01

Payroll Foundations and Structure

Module 1: Understanding Payroll as a Management System

- ✓ Role of payroll in organizations
- ✓ Payroll vs. compensation and benefits
- ✓ Payroll risks and business impact

Module 2: Payroll Data and Inputs

- ✓ Employee master data
- ✓ Salary structures and components
- ✓ Attendance, leave, and allowances

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Course Outline

✓ Day 02

Payroll Preparation and Processing

Module 3: Payroll Preparation Process

- ✓ Monthly payroll cycle
- ✓ Data collection and validation
- ✓ Managing changes and exceptions

Module 4: Payroll Calculations and Controls

- ✓ Gross-to-net logic
- ✓ Deductions and statutory elements
- ✓ Control checks and approvals

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Course Outline

✓ Day 03

Payroll Review and Compliance

Module 5: Payroll Review and Reconciliation

- ✓ Pre- and post-payroll reviews
- ✓ Reconciliation with HR and finance records
- ✓ Identifying and resolving discrepancies

Module 6: Payroll Compliance and Governance

- ✓ Legal and regulatory considerations
- ✓ Internal payroll policies
- ✓ Documentation and audit readiness

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Course Outline

✓ Day 04

Payroll Management and Continuous Improvement

Module 9: Managing Payroll Operations

- ✓ Roles, responsibilities, and segregation of duties
- ✓ Managing payroll service providers
- ✓ Handling payroll issues and escalations

Module 10: Improving Payroll Efficiency and Accuracy

- ✓ Process improvement opportunities
- ✓ Automation and system enhancements
- ✓ Building sustainable payroll practices

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Texas
July 12, 2027	July 16, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
April 12, 2027	April 16, 2027	5 days	4250.00 \$	UAE , Dubai

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