



Consulting and Training | Reach New Heights

Course Name

Certified Payroll Professional

Sector Name

Internationally Certified Training Programs

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Certified Payroll Professional

Course Introduction

Payroll is one of the most sensitive and high-risk financial processes in any organization, directly impacting employee satisfaction, regulatory compliance, and financial reporting accuracy. With increasing legal requirements, audit expectations, and the demand for efficient payroll operations, payroll professionals must maintain strong technical knowledge, process discipline, and control awareness to ensure payroll is executed accurately, securely, and on time.

To support these responsibilities, **BOOST Consulting & Training** has developed the Certified Payroll Professional program. This course provides participants with practical and professional-level competencies in payroll processing, payroll controls, payroll accounting, and compliance management.

The program covers the full payroll cycle—from employee master data and timekeeping to payroll calculation, deductions, approvals, reporting, and reconciliation. Participants will learn how to manage payroll operations with high accuracy, reduce payroll errors, strengthen internal controls, and ensure compliance with applicable laws, policies, and reporting requirements. The course also

emphasizes payroll audit readiness, documentation standards, and payroll performance improvement techniques.

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Target Audience

- ✓ Payroll officers and payroll administrators
- ✓ HR payroll and compensation staff
- ✓ Finance and accounting staff involved in payroll accounting
- ✓ HR operations and personnel administration professionals
- ✓ Internal auditors reviewing payroll processes
- ✓ Compliance and control professionals with payroll oversight
- ✓ Professionals transitioning into payroll roles

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Learning Objectives

- ✓ Understand the complete payroll cycle and key payroll responsibilities
- ✓ Process payroll accurately including earnings, deductions, allowances, and benefits
- ✓ Maintain accurate employee payroll master data and supporting documentation
- ✓ Apply payroll internal controls, approval workflows, and segregation of duties best practices
- ✓ Perform payroll reconciliation, variance analysis, and exception handling effectively
- ✓ Understand payroll accounting entries and payroll reporting requirements
- ✓ Ensure payroll compliance with organizational policies and applicable regulations
- ✓ Manage payroll audits and prepare required payroll documentation and evidence
- ✓ Improve payroll efficiency and accuracy through standardization and process improvements

Certified Payroll Professional

Course Outline

✓ DAY 01

Payroll Fundamentals and Payroll Process Overview

- ✓ Role and importance of payroll in organizations
- ✓ Overview of the end-to-end payroll cycle
- ✓ Payroll stakeholders and responsibilities
- ✓ Payroll timelines and processing calendars
- ✓ Key payroll risks and common errors
- ✓ Introduction to payroll controls

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Course Outline

✓ Day 02

Payroll Calculations, Earnings, Deductions, and Benefits Administration

- ✓ Types of earnings: basic pay, allowances, overtime, and incentives
- ✓ Payroll deductions: taxes, social security, loans, and other withholdings
- ✓ Benefits and non-cash compensation considerations
- ✓ Leave, attendance, and timekeeping impact on payroll
- ✓ Payroll adjustments, retroactive pay, and corrections
- ✓ Ensuring calculation accuracy and validation checks

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Course Outline

✓ Day 03

Payroll Controls, Compliance, and Documentation Standards

- ✓ Payroll internal control framework
- ✓ Segregation of duties and approval hierarchies
- ✓ Payroll policies and procedural documentation
- ✓ Compliance with labor laws, tax rules, and reporting requirements (conceptual)
- ✓ Data privacy and confidentiality in payroll processing
- ✓ Record keeping and documentation standards

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Course Outline

✓ Day 04

Payroll Accounting, Reconciliation, and Payroll Reporting

- ✓ Payroll accounting entries and cost allocation
- ✓ Accruals, provisions, and payroll-related liabilities
- ✓ Reconciliation between payroll system and general ledger
- ✓ Variance analysis and exception investigation
- ✓ Payroll reports for management and finance
- ✓ Month-end and year-end payroll processes

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Course Outline

✓ Day 05

Payroll Audit Readiness, Exception Handling, and Payroll Process Improvement

- ✓ Preparing for payroll audits and compliance reviews
- ✓ Common audit findings and how to prevent them
- ✓ Handling payroll errors, disputes, and employee queries
- ✓ Root cause analysis of payroll issues
- ✓ Process standardization and automation opportunities
- ✓ Practical workshop: reviewing and improving a payroll process scenario

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 24, 2027	May 28, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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