



**Payroll: Preparation,
Analysis and
Management**

Course Objective:

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

- Determine the needed documentation in the payroll cycle.
- Prepare and reconcile the monthly payroll.
- Calculate contributions based on different assumptions for employer and employee.
- Perform “What If” analysis related to employee benefits.
- Develop monthly and annual payroll budget.
- Design periodic payroll management reports and analysis.
- Assist the accounting department in controlling and auditing payroll payments

Course outline

- **Human Resources and Accounting**
 - Introduction to the HR Function
 - Introduction to Accounting Function
 - Importance of Payroll Function as a Link between HR and Accounting
 - Understanding the Hiring Process Documentation
 - Managing Payroll Process for:
 - Contract Professionals
 - Full Time Employees
 - Temporary Help
 - Outsourcing
- **Preparing and Calculating Payroll**
 - Looking for the Right Controls before Starting
 - Determining the Right Calculation Basis for Payroll
 - Elements of Risk Leading to Payroll Mistakes
 - Managing Increments, Deductions and Payroll Approvals
 - Preparing Payroll Schedules

Course outline

- **Employee Loans and Benefits**
 - Controlling Access to Loans
 - Reporting on Loans Status
 - Calculating End of Service Benefits for Company and Employees
 - Reporting on Benefit Plans
- **Accounting Department Role in Payroll Process**
 - Recording Payroll Expense and Liabilities
 - Recording Payroll-Related Contributions and Liabilities
 - Reconciling Receivables from and Payables to Employees with Payroll Department
 - Reconciling Liabilities with Social Security and Other Governmental Agencies
 - Reconciling Payments with Bank Accounts Transactions

Course outline

- **Payroll Budgeting**
 - Budget for Payroll Department Expenses
 - Prepare the Yearly Budget for Payroll and Contributions for the Company
 - Budgeting for Employee Loans and Other Benefits
- **Reporting Payroll and Contributions**
 - Determining Contribution Expense for Individuals
 - Determining Corporate Contributions
 - Reporting Results to the Accounting Department
 - Coordinating with Accounting Department Regarding Payment Process and Control
 - Reporting to Ministry of Labor
 - Reporting to Social Security Authorities
 - Reporting to Other Regulatory Agencies