BOOST
THE LEADING TRAINING PROVIDER

Finance, Accounting and Banking

Payroll Management and Effective Payroll Controls

Course Introduction

Payroll processing is recognized as one of the most crucial and time-consuming administrative tasks which has to be taken care of with utmost attention. Hence, it's necessary to understand the IMPORTANCE of it in terms of business. Typically processing payroll is a time-consuming and complex task. More so for smaller companies who 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

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

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.

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 new pay period and month-end procedures

- **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 Resource) function

- Setting up your payroll division

• Day 03

Corporate Integration

- Linking payroll with company 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

• Day 04

Effective Payroll Controls

- Protection of personal information

- What are internal controls?

- Identifying risks in the payroll cycle

• Day 05

Implementation of payroll controls

- Evaluating payroll controls

- Outsourcing arrangements and responsibilities

- Common mistakes and how to avoid them

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 1, 2025	Sept. 5, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Sept. 14, 2025	Sept. 18, 2025	5 days	4250.00 $	Oman - Muscat
Sept. 22, 2025	Sept. 26, 2025	5 days	4250.00 $	UAE - Dubai
Oct. 13, 2025	Oct. 17, 2025	5 days	4250.00 $	UAE - Abu Dhabi