



PROJACS ACADEMY
by egis



Advanced Payroll Mastery: A Comprehensive Guide to Payroll Management

إتقان كشوف المرتبات المتقدمة -
دليل شامل لإدارة كشوف المرتبات

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Dubai / UAE

Introduction

Payroll is one of the most important and complex functions of any organization. It involves not only calculating and paying employees' salaries, but also complying with various tax, legal and regulatory requirements, managing benefits and deductions, ensuring accuracy and timeliness, and maintaining records and reports. Payroll errors can have serious consequences for both employees and employers, such as penalties, fines, audits, lawsuits, dissatisfaction, turnover and loss of reputation.

To master payroll, you need to have a thorough knowledge of the payroll process, the relevant laws and regulations, the best practices and the latest trends. You also need to have the skills and tools to perform payroll tasks efficiently, effectively and ethically. This course will provide you with all that and more.

Objectives

By the end of this course, you will be able to:

- Understand the fundamentals of payroll, such as payroll cycle, payroll components, payroll calculations and payroll systems.
- Apply the relevant tax, legal and regulatory rules to payroll, such as income tax, social security, labor law, employment contracts and collective agreements.
- Manage benefits and deductions, such as health insurance, retirement plans, loans, advances, garnishments and voluntary deductions.
- Ensure accuracy and timeliness of payroll, such as verifying data, reconciling accounts, correcting errors and meeting deadlines.
- Maintain records and reports, such as pay slips, payroll registers, tax forms, journal entries and audit trails.
- Implement best practices and the latest trends in payroll, such as outsourcing, automation, integration, cloud computing and analytics.

Who Should Attend?

- Payroll managers, officers, specialists, analysts and accountants
- Human resources managers, officers and specialists
- Finance managers, officers and specialists

Course Outline

Day One

Payroll Fundamentals

- Introduction to payroll
 - What is payroll?
 - Why is payroll important?
 - What are the challenges of payroll?
 - What are the roles and responsibilities of payroll professionals?
- Payroll cycle
 - What are the steps of the payroll cycle?
 - How to plan and prepare for the payroll cycle?
 - How to execute and close the payroll cycle?
 - How to evaluate and improve the payroll cycle?
- Payroll components
 - What are the components of payroll?
 - How to define and classify payroll components?
 - How to calculate gross pay?
 - How to calculate net pay?

Day Two

Taxation and Compliance

- Income tax
 - What is income tax?
 - How is income tax calculated?
 - How to withhold and remit income tax?
 - How to file income tax returns?
- Social security
 - What is social security?
 - How is social security calculated?
 - How to withhold and remit social security contributions?
 - How to file social security reports?
- Labor law
 - What is labor law?
 - How does labor law affect payroll?
 - How to comply with labor law requirements?
 - How to handle labor disputes?

Day Three

Benefits and Deductions

- Health insurance
 - What is health insurance?
 - How is health insurance calculated?
 - How to withhold and remit health insurance premiums?
 - How to administer health insurance claims?
- Retirement plans
 - What are retirement plans?
 - How are retirement plans calculated?
 - How to withhold and remit retirement plan contributions?
 - How to administer retirement plan benefits?
- Loans, advances and garnishments
 - What are loans, advances and garnishments?
 - How are loans, advances and garnishments calculated?
 - How to withhold and remit loans, advances and garnishments payments?
 - How to manage loans, advances and garnishments issues?

Day Four

Accuracy and Timeliness

- Data verification
 - What is data verification?
 - Why is data verification important?
 - How to verify data sources?
 - How to verify data inputs?
- Account reconciliation
 - What is account reconciliation?
 - Why is account reconciliation important?
 - How to reconcile payroll accounts?
 - How to resolve reconciliation discrepancies?
- Error correction
 - What are payroll errors?
 - What are the causes and consequences of payroll errors?
 - How to detect and prevent payroll errors?
 - How to correct and report payroll errors?

Day Five

Records and Reports

- Pay slips
 - What are pay slips?
 - Why are pay slips important?

- What information should be included in pay slips?
 - How to generate and distribute pay slips?
- Payroll registers
 - What are payroll registers?
 - Why are payroll registers important?
 - What information should be included in payroll registers?
 - How to generate and store payroll registers?
- Tax forms
 - What are tax forms?
 - Why are tax forms important?
 - What tax forms should be prepared and filed?
 - How to generate and submit tax forms?
- Journal entries
 - What are journal entries?
 - Why are journal entries important?
 - What journal entries should be recorded and posted?
 - How to generate and post journal entries?
- Audit trails
 - What are audit trails?
 - Why are audit trails important?
 - What audit trails should be maintained and reviewed?
 - How to generate and review audit trails?

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7" Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- | | |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am |
| • Coffee Break | 10.00-10.15 am |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break | 12.15-12.45 pm |
| • Technical Session | 12.45-02.30 pm |
| • Course Ends | 02.30 pm |

Course Fees*

- **3,200 USD**
**VAT is Excluded If Applicable*

المقدمة

تعد كشوف المرتبات واحدة من أهم الوظائف وأكثرها تعقيداً في أي منظمة. ولا يقتصر الأمر على حساب رواتب الموظفين ودفعها فحسب، بل يشمل أيضاً الامتثال للمتطلبات الضريبية والقانونية والتنظيمية المختلفة، وإدارة المزايا والخصومات، وضمان الدقة والتوقيت، والاحتفاظ بالسجلات والتقارير. يمكن أن يكون لأخطاء الرواتب عواقب وخيمة على كل من الموظفين وأصحاب العمل، مثل العقوبات والغرامات وعمليات التدقيق والدعاوى القضائية وعدم الرضا ودوران الموظفين وفقدان السمعة.

لإتقان كشوف المرتبات، يجب أن تكون لديك معرفة شاملة بعملية كشوف المرتبات والقوانين واللوائح ذات الصلة وأفضل الممارسات وأحدث الاتجاهات. تحتاج أيضاً إلى امتلاك المهارات والأدوات اللازمة لأداء مهام الرواتب بكفاءة وفعالية وأخلاقية. هذه الدورة ستوفر لك كل ذلك وأكثر.

الأهداف

بحلول نهاية هذه الدورة، سوف تكون قادراً على:

- فهم أساسيات كشوف المرتبات، مثل دورة كشوف المرتبات، ومكونات كشوف المرتبات، وحسابات كشوف المرتبات وأنظمة كشوف المرتبات.
- تطبيق القواعد الضريبية والقانونية والتنظيمية ذات الصلة على الرواتب، مثل ضريبة الدخل والضمان الاجتماعي وقانون العمل وعقود العمل والاتفاقيات الجماعية.
- إدارة المزايا والخصومات، مثل التأمين الصحي وخطط التقاعد والقروض والسلف والخصومات الطوعية.
- ضمان دقة وتوقيت كشوف المرتبات، مثل التحقق من البيانات، والتوفيق بين الحسابات، وتصحيح الأخطاء والوفاء بالمواعيد النهائية.
- الاحتفاظ بالسجلات والتقارير، مثل قسائم الدفع، وسجلات الرواتب، والنماذج الضريبية، وإدخالات دفتر اليومية ومسارات التدقيق.
- تنفيذ أفضل الممارسات وأحدث الاتجاهات في كشوف المرتبات، مثل الاستعانة بمصادر خارجية، والأتمتة، والتكامل، والحوسبة السحابية، والتحليلات.

الحضور

- مدراء الرواتب والمتخصصين والمحاسبين
- مديرو ومسؤولو الموارد البشرية والمتخصصون
- المديرين الماليين والمسؤولين والمتخصصين