MERCURY

Payroll Management and HR Best Practices

26 – 30 April 2027
Dar es Salaam (Tanzania)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

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Ref: 121240_1071791 **Date:** 26 – 30 April 2027 **Location:** Dar es Salaam (Tanzania) **Fees:** 5300 Euro

Introduction

Payroll Management and HR Best Practices is designed to equip professionals with essential skills for managing payroll processes and human resources effectively. This course covers payroll administration, compliance with labor laws, HR policies, and best practices for employee management. Participants will learn to optimize payroll accuracy, improve efficiency, and ensure legal compliance. The program emphasizes practical approaches to handling HR challenges while maintaining organizational standards. It also explores strategies for integrating payroll systems with HR operations. By the end, participants will be prepared to implement best practices in diverse organizational settings.

Targeted Groups

This Payroll Management and HR Best Practices targets professionals seeking specialized knowledge and skills:

- HR managers and assistants.
- Payroll officers and specialists.
- Finance and accounting personnel.
- Business owners and executives.
- Administrative and operations managers.
- Professionals seeking HR and payroll integration knowledge.

Course Objectives

Participants will achieve the following objectives by completing Payroll Management and HR Best Practices:

- Understand payroll processes and legal requirements.
- Apply HR best practices in daily operations.
- Ensure accurate salary calculations and timely payments.
- Manage employee benefits and compliance effectively.
- Optimize payroll systems for efficiency and accuracy.
- Develop policies aligned with labor regulations.
- Enhance HR documentation and reporting standards.
- Improve coordination between payroll and HR functions.
- Reduce errors and mitigate compliance risks.
- Strengthen organizational HR and payroll strategies.

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Targeted Competencies

Participants will gain the following competencies during the program:

- Proficient payroll processing skills.
- Knowledge of local labor laws and regulations.
- HR policy development and implementation.
- Benefits administration and compliance.
- Accuracy in payroll accounting and reporting.
- Efficient HR recordkeeping and documentation.
- Effective employee data management.
- Coordination of payroll and HR workflows.
- Problem-solving in HR and payroll scenarios.
- Strategic HR and payroll decision-making.

Studying Scenarios

In this training, participants will develop their skills through the analysis of the following scenarios:

- Correcting payroll errors and discrepancies.
- Implementing employee benefit plans.
- Resolving compliance challenges in payroll.
- Integrating HR policies with payroll systems.
- Handling salary adjustments and deductions.
- Managing attendance and leave records.
- Responding to audits and regulatory inquiries.
- Streamlining payroll workflows for efficiency.

Course Content

Unit 1: Payroll Fundamentals

- Introduction to payroll management.
- Key payroll components and calculations.
- Salary structures and allowances.
- Statutory deductions and compliance.
- Payroll documentation and recordkeeping.
- Payroll cycle and processing timelines.
- Common payroll challenges and solutions.
- Integration of payroll with HR systems.

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Unit 2: Legal Compliance and Labor Laws

- Overview of labor law requirements.
- Employee rights and employer obligations.
- Compliance with tax regulations.
- Social security and benefits compliance.
- Reporting and audit requirements.
- Handling legal disputes in payroll.
- Policies for fair compensation.

Unit 3: HR Policies and Best Practices

- Developing effective HR policies.
- Recruitment and onboarding best practices.
- Employee performance management.
- Training and development strategies.
- Retention and motivation techniques.
- Conflict resolution in the workplace.
- HR documentation and reporting standards.

Unit 4: Payroll Systems and Technology

- Payroll software overview and selection.
- Automation in payroll processing.
- Integrating payroll with accounting systems.
- Data security and confidentiality.
- Error detection and correction.
- Reports generation and analysis.
- Using analytics for payroll optimization.

Unit 5: Strategic Payroll and HR Management

- Aligning payroll with organizational goals.
- Budgeting and cost management in payroll.
- Forecasting payroll needs.
- Employee engagement and satisfaction.
- Improving operational efficiency.
- Monitoring KPIs for payroll and HR.
- Continuous improvement in payroll processes.

Final Insights & Key Takeaways

Participants will be ready to implement compliant, efficient payroll systems. They will enhance HR practices to support effective organizational growth.