MERCURY

Advanced Payroll Management & Implementation Course

14 – 18 December 2026
Barcelona (Spain)



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

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Ref: 15695_1081360 **Date:** 14 – 18 December 2026 **Location:** Barcelona (Spain) **Fees:** 5600 Euro

Introduction:

The Advanced Payroll Management and Implementation course offers a comprehensive exploration of the critical aspects of payroll management, tailored for professionals seeking to enhance their expertise in this vital area. It provides an in-depth understanding of advanced payroll processes, including the latest compliance regulations, tax considerations, and technological advancements in payroll systems.

Participants will gain practical insights into managing complex payroll operations effectively, ensuring accuracy, efficiency, and legal compliance. Through a blend of theoretical knowledge and hands-on application, this Advanced Payroll Management and Implementation course equips learners with the skills to implement and manage sophisticated payroll systems within diverse organizational contexts.

Payroll implementation is setting up an effective payroll management system within an organization. It involves understanding the components of the payroll implementation process to ensure timely and accurate compensation for employees with legal standards. Professionals in this field, such as payroll implementation managers, oversee the entire implementation lifecycle, from initial planning and system design to testing, deployment, and ongoing management.

Effective payroll management is paramount to any business's success. It encompasses paying employees and maintaining compliance with taxation and employment laws. The payroll management system precision in salary payments and tax deductions. It contributes to employee satisfaction and trust in the management team. Payroll management is a financial and strategic element within a business framework.

Targeted Groups:

- Payroll Managers and Supervisors.
- HR Professionals involved in payroll.
- Finance and Accounting Personnel.
- Payroll Consultants and Advisors.
- Business Owners and Entrepreneurs.
- HRIS/Payroll System Administrators.
- Senior Management is responsible for payroll oversight.
- Compliance Officers and Auditors.

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Course Objectives:

At the end of this Advanced Payroll Management and Implementation course, participants will be able to:

- Understand and apply advanced payroll processes and procedures.
- Ensure compliance with current payroll laws and regulations.
- Master the implementation of payroll systems and software.
- Accurately manage complex payroll calculations and reporting.
- Develop strategies to address payroll-related challenges.
- Conduct payroll audits to identify and correct discrepancies.
- Enhance efficiency in payroll operations and documentation.
- Strengthen skills in payroll-related communication and team collaboration.

Targeted Competencies:

By the end of this Advanced Payroll Management and Implementation training, participants' competencies will:

- Advanced Payroll Processing.
- Compliance and Regulatory Knowledge.
- Payroll System Implementation.
- Taxation and Payroll Reporting.
- Accuracy and Attention to Detail.
- Problem-Solving in Payroll Issues.
- Payroll Auditing and Reconciliation.
- Effective Communication in Payroll Management.

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Course Content:

Unit 1: Payroll Environment:

- Exploration of different types of payroll systems.
- Strategies for effectively running your payroll department/office.
- Legislative acts that govern payroll practices.
- Integration of payroll with company policies.
- Roles and responsibilities of the payroll administrator.
- Conducting an internal payroll audit.

Unit 2: Practical Payroll Implementation:

- The key steps involved in payroll activities.
- Creating cost centers, 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.

Unit 3: 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 function.
- Setting up your payroll division.

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Unit 4: Corporate Integration:

- Linking payroll with the 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 do you utilize payroll reports for problem-solving?
- Payroll and external audit procedures.

Unit 5: Effective Payroll Controls:

- Protection of personal information.
- What are the internal controls?
- Identifying risks in the payroll cycle.
- Implementation of payroll controls.
- Evaluating payroll controls.
- Outsourcing arrangements and responsibilities.
- Common mistakes and how to avoid them.

Unit 6: Best Practices Within Payroll:

- Best practices in payroll implementation and what other organizations are doing.
- Technology and payroll certification courses as tools for best practices.
- Self-service applications and payroll courses for beginners.
- Additional technology enabling best practices.
- Ensuring data security.
- Implementing best practices in payroll processes.

Unit 7: Customer Service and Payroll:

- Analyzing customer needs through window surveys.
- Trends in payroll influencing customer service.
- Developing service delivery skills for payroll professionals.

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Unit 8: Change Management in Payroll Implementation:

- The change process - Nine critical steps explored.
- Addressing and dealing with adverse reactions to change.
- Fostering effective communication planning strategies.