MERCURY

Payroll Administration for HR Professionals

28 February – 4 March 2027
Online



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Payroll Administration for HR Professionals

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Payroll Administration for HR Professionals is a 1-week course for HR staff who run payroll or supply the employee data it depends on. It covers employee records, pay and benefits calculations, payroll changes, handoffs to finance, confidentiality and the controls HR owns. You leave with an HR Payroll Input Handbook for your team, and this payroll administration course is delivered by Mercury Training Center.

About This Course

Many payroll errors start in HR: a late promotion form, a missed leave record or an allowance entered twice. To follow, you should already work in HR administration, compensation or employee records. You practice with sample employee files, pay calculations and monthly change lists, and build your handbook step by step.

Who It Is For

- HR administrators who keep employee records and send monthly changes to payroll.
- Compensation and benefits staff who set allowances, incentives and benefit entitlements.
- HR staff in smaller organizations who process payroll themselves.
- HR managers who approve pay changes and answer employee pay queries.
- HR information system users who maintain the data that payroll reads.

This course is not for payroll or finance specialists who need deep control design and audit work, who will gain more from a payroll controls course for finance teams, nor for readers who want broad people management skills, who are better served by a general HR management course.

Competencies You Will Build

- Employee Data Accuracy: you keep employee pay records complete and current before each payroll run.
- Pay Calculation: you check basic pay, allowances, overtime and deductions for an employee.
- Change Processing: you turn hires, promotions, transfers and exits into correct payroll inputs on time.
- HR-Finance Coordination: you agree cut-off dates, handoffs and reconciliations with finance.
- Payroll Confidentiality: you handle salary data so that only the right people see it.
- Payroll Reporting: you read payroll reports to answer workforce cost questions.

What You Will Be Able to Do

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

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- From an employee contract and attendance record, calculate gross pay, overtime and deductions for one month.
- Given a list of promotions, transfers and exits, prepare the payroll change file before cut-off.
- Using a payroll calendar, set the dates by which HR, payroll and finance each complete their steps.
- Given a payroll variance report, explain the differences from last month and correct the HR causes.
- From an access list for payroll data, decide who should see what and remove unneeded access.
- Using HR and payroll system reports, prepare a short workforce cost summary for management.

Course Content

Day 1: Payroll Basics for HR

- Role of Payroll Within HR and Finance and Its Effect on Employee Trust
- Payroll System Components, Cycles and Processing Stages
- Employee Payroll Records and the Data HR Must Keep Current
- Payroll Policies and Procedures That Support Accurate Administration
- Compliance Requirements HR Must Respect When Feeding Payroll

Day 2: Pay and Benefits Calculations

- Compensation Package Structure: Basic Pay, Allowances and Incentives
- Overtime Calculation From Attendance and Time Records
- Statutory and Voluntary Deductions on the Payslip
- Benefits Administration and Its Payroll Impact
- Payroll Adjustments for Leave, Absence and Back Pay

Day 3: Employee Changes and Handoffs

- Payroll Inputs for New Hires, Promotions, Transfers and Exits
- Payroll Calendar and Cut-Off Dates Agreed Between HR and Finance
- Payroll Reconciliation and Verification of Monthly Totals
- Payroll Expense Recording and Accounting Basics for HR Staff
- Payroll Budgeting and Workforce Cost Monitoring

Day 4: Controls, Confidentiality and Systems

- Common Payroll Errors and the HR Checks That Prevent Them
- Payroll Risk Assessment and Internal Controls HR Owns
- Confidentiality and Access Rules for Salary and Personal Data
- Audit Requirements for Payroll Documentation Kept by HR
- Payroll Automation, Analytics and HRIS Integration

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Day 5: Running HR Payroll Inputs in Practice

- Exercise: Monthly Pay Calculation for a Sample Employee Group
- Exercise: Payroll Change File Prepared From a Month of HR Events
- Exercise: Variance Review and Correction of HR-Caused Errors
- Payroll Workflow Review for Continuous Improvement
- HR Payroll Input Handbook Completed for Your Team

Case Studies and Exercises

The following are suggested activities and may be adapted to the group.

- Case study: a hospital with shift workers whose overtime is often paid late; you decide how HR should change the attendance handoff.
- Case study: a retail chain where promotions reach payroll after cut-off; you design a change request routine.
- Exercise: a manufacturing company's monthly payroll variance report; you explain each difference and its HR cause.
- Exercise: a service company with wide access to salary files; you produce a revised access list.

What You Take Back

You take back the HR Payroll Input Handbook, the set of routines your HR team follows to send correct data to payroll each month. In your first month back you use it to agree the payroll calendar with finance and run your next change file through its checklist.

- A payroll calendar with HR, payroll and finance cut-off dates.
- A change input checklist for hires, promotions, transfers and exits.
- A pay calculation worksheet for allowances, overtime and deductions.
- Access and confidentiality rules for payroll data.

Quick Answers FAQ

What should HR staff know before payroll administration training?

You should already handle HR records, compensation or employee administration. No accounting background is needed; the payroll accounting covered is the part HR staff meet when they reconcile totals with finance.

How does payroll administration for HR professionals differ from a payroll controls course for finance?

A finance-focused payroll controls course centers on control design, audit and accounting. Payroll administration for HR professionals centers on the inputs HR owns: employee data, pay and benefits rules, changes, handoffs and confidentiality, with controls as one part.

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Why do payroll errors often start in HR?

Payroll can only be as accurate as the data it receives. Late or incomplete records of hires, promotions, leave and exits, and allowances set up wrongly, flow straight into wrong payslips unless HR checks them before cut-off.

What do I take back from payroll administration training for HR?

You take back an HR Payroll Input Handbook with a payroll calendar, a change input checklist, a pay calculation worksheet and access rules for payroll data.

For Your Manager

After this course, your team member can calculate pay and deductions, prepare accurate monthly change files, agree cut-off dates with finance and protect salary data. They return with an HR Payroll Input Handbook for the team, first used to fix the payroll calendar and check the next monthly change file before it goes to payroll.