MERCURY

Payroll Administration Training Course

5 – 9 September 2027
Kuala Lumpur (Malaysia)



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

Payroll Administration Training Course

Ref: 15702_321473 **Date:** 5 – 9 September 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4600 Euro

Introduction:

The Payroll Administration training course equips payroll professionals with the knowledge and skills to manage complex payroll processes in today's dynamic business environment. It delves into regulatory compliance, payroll accounting, and the intricacies of managing Payroll for a diverse workforce. Participants will understand best practices in payroll management, enabling them to streamline operations, minimize errors, and ensure accurate and timely payroll processing.

Whether dealing with multi-state taxation, global payroll challenges, or the latest technological advancements, this Payroll Administration course prepares participants to excel in all aspects of payroll administration while exploring the payroll administration process and principles central to the profession and what the role of a payroll administration manager is.

This Payroll Administration course offers an invaluable opportunity to enhance your salary and payroll administration prowess. By obtaining a certificate in payroll administration, participants demonstrate their commitment to the profession and mastery of the payroll administration system. With this Payroll Administration certificate, their expertise in payroll administration will be acknowledged and respected in the industry.

Targeted Groups:

- Senior Payroll Administrators.
- Payroll Managers.
- HR Professionals involved in Payroll.
- Finance Managers overseeing Payroll Operations.
- Payroll Consultants.
- Tax Compliance Officers.
- HRIS Specialists are focusing on Payroll Systems.
- Compensation and Benefits Managers.

Course Objectives:

At the end of this Payroll Administration course, participants will:

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- Master complex payroll processing techniques.
- Ensure compliance with advanced regulatory requirements.
- Implement effective payroll accounting practices.
- Manage multi-state and international payroll challenges.
- Accurately handle complex taxation and deductions.
- Optimize payroll systems for efficiency and accuracy.
- Develop strategic payroll planning and execution skills.
- Conduct thorough payroll audits and manage risks.

Targeted Competencies:

By the end of this Payroll Administration training, participants competencies will:

- Advanced Payroll Processing.
- Regulatory Compliance Mastery.
- Payroll Accounting Expertise.
- Multi-State and Global Payroll Management.
- Taxation and Deductions Accuracy.
- Payroll System Optimization.
- Strategic Payroll Planning.
- Auditing and Payroll Risk Management.

Course Content:

Unit 1: Advanced Payroll Processing Techniques:

- Understand complex payroll calculation methods.
- Manage multiple pay schedules and types.
- Implement and troubleshoot advanced payroll software features.
- Process off-cycle and special payroll runs.
- Handle deductions, benefits, and garnishments with precision.
- Configure and manage complex benefit plans and allowances.
- Address and resolve payroll discrepancies and employee queries.
- Utilize advanced payroll analytics for process improvements.

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Unit 2: Regulatory Compliance and Reporting:

- Navigate federal, state, and international payroll regulations.
- Ensure compliance with tax laws and employment standards.
- Prepare and submit regulatory reports and filings.
- Understand and apply updates to payroll legislation.
- Implement procedures for handling audits and compliance checks.
- Stay updated with changes in labor laws and compliance requirements.
- Develop internal controls to ensure regulatory adherence.
- Use compliance management software tools effectively.

Unit 3: Payroll Accounting and Financial Integration:

- Integrate Payroll with general ledger and financial systems.
- Reconcile payroll accounts and resolve discrepancies.
- Manage payroll-related liabilities and expenses.
- Conduct financial analysis related to payroll costs.
- Prepare accurate payroll journals and financial reports.
- Implement advanced payroll accounting practices and controls.
- Analyze and report on payroll cost trends and variances.
- Coordinate with external auditors for financial reviews.

Unit 4: Multi-State and Global Payroll Management:

- Address challenges in multi-state payroll processing.
- Manage Payroll for employees in different countries.
- Understand international tax treaties and compliance.
- Adapt payroll practices for diverse labor laws and currencies.
- Implement best practices for global payroll coordination.
- Utilize global payroll software solutions for efficiency.
- Ensure compliance with cross-border tax and social security regulations.
- Handle expatriate payroll and compensation packages.

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Unit 5: Strategic Payroll Planning and Risk Management:

- Develop and implement strategic payroll plans.
- Analyze payroll data to identify trends and opportunities.
- Manage payroll-related risks and implement controls.
- Optimize payroll processes for efficiency and accuracy.
- Prepare for and manage payroll system upgrades and changes.
- Conduct risk assessments and develop mitigation strategies.
- Integrate payroll strategy with overall business goals.
- Use advanced data analytics to enhance payroll decision-making.