

PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT



GENTEX[®]
TRAINING CENTER



Introduction

Payroll: Preparation, Analysis and Management Training Course builds practical expertise in calculating, reviewing, and controlling payroll processes across an organization. Accurate payroll processing protects employee trust and supports sound financial reporting. This course walks participants through payroll preparation steps, from gathering attendance data to computing gross and net pay. Furthermore, it covers analytical techniques that help finance teams detect errors, control costs, and forecast payroll expenses accurately. Participants also examine management practices that strengthen payroll governance, including segregation of duties and audit trails. As a result, attendees leave equipped to run payroll operations that are accurate, compliant, and well-controlled. Gentex Training Center designed this program to address real payroll challenges faced by finance and HR teams.

Payroll: Preparation, Analysis and Management Course Objectives

- Prepare payroll calculations covering basic pay, overtime, and allowances
- Apply statutory deductions including tax, social insurance, and pension contributions
- Use payroll registers and general ledger reconciliation techniques
- Analyze payroll variance reports to identify cost drivers
- Build payroll cost forecasts aligned with workforce planning
- Apply internal control frameworks to reduce payroll fraud risk
- Reconcile payroll bank transfers and clearing accounts accurately
- Manage end-of-service benefits and final settlement calculations
- Prepare payroll journal entries for accurate financial reporting
- Design payroll audit trails to support compliance reviews

Course Methodology



LEARN BOLD. LEAD BEYOND

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- Interactive lectures covering payroll calculation principles and terminology
- Practical exercises computing gross pay, deductions, and net pay
- Case studies analyzing payroll variance and cost trends
- Group workshops on reconciliation and journal entry preparation
- Simulations of payroll audit and internal control reviews
- Structured discussions on statutory compliance requirements

Who Should Take This Course

- Payroll officers and payroll accountants preparing monthly payroll runs
- Finance professionals responsible for payroll reconciliation and reporting
- HR staff managing employee compensation and benefits data
- Internal auditors reviewing payroll controls and compliance
- Financial controllers overseeing payroll cost management
- Business owners managing payroll for small or growing teams

Payroll: Preparation, Analysis and Management Course Outlines

Day 1: Payroll Fundamentals and Data Preparation

- Reviewing payroll cycle stages and key terminology
- Collecting attendance, leave, and overtime data
- Verifying employee master data accuracy
- Calculating basic pay and allowances
- Applying overtime and shift differential rules
- Identifying common data collection errors





Day 2: Statutory Deductions and Compliance

- Calculating income tax withholdings accurately
- Applying social insurance and pension contribution rules
- Reviewing labor law requirements affecting payroll
- Managing employee benefits and salary deductions
- Preparing statutory reports for government submission
- Handling end-of-service benefit calculations

Day 3: Payroll Analysis and Cost Control

- Analyzing payroll variance between budget and actual costs
- Identifying cost drivers behind payroll fluctuations
- Building payroll forecasts linked to workforce plans
- Reviewing headcount and overtime cost trends
- Applying benchmarking techniques for payroll efficiency
- Presenting payroll analysis to management

Day 4: Reconciliation and Financial Reporting

- Reconciling payroll registers with bank transfers
- Preparing payroll journal entries for the general ledger
- Reviewing clearing accounts and outstanding items
- Verifying payroll accruals and provisions
- Coordinating with finance teams on month-end closing
- Correcting reconciliation discrepancies



Day 5: Payroll Governance and Internal Controls

- Applying segregation of duties across payroll functions
- Establishing approval workflows for payroll changes
- Building audit trails for payroll transactions
- Preparing for internal and external payroll audits
- Identifying red flags for payroll fraud
- Developing a continuous payroll improvement plan

Conclusion

By successfully completing Payroll: Preparation, Analysis and Management, participants will have acquired practical knowledge to prepare accurate payroll calculations, analyze payroll costs, and strengthen payroll governance. Furthermore, attendees gain skills in reconciliation, statutory compliance, and internal control design. This Payroll: Preparation, Analysis and Management Training Course prepares finance and HR professionals to manage payroll operations with greater accuracy and confidence. Gentex Training Center remains committed to delivering practical programs that address real payroll challenges across organizations.

FAQs

Q1 What is the "Payroll: Preparation, Analysis and Management" course about?

This course covers the full payroll cycle, including preparing accurate calculations, applying statutory deductions, analyzing payroll costs, reconciling accounts, and strengthening internal controls to support compliant and well-managed payroll operations.



Q2 What are the key benefits of the "Payroll: Preparation, Analysis and Management" course?

Participants gain the ability to reduce payroll errors, control costs, and strengthen compliance. As a result, organizations benefit from more accurate financial reporting, stronger internal controls, and improved payroll governance across departments.

Q3 What skills will I gain from the "Payroll: Preparation, Analysis and Management" course?

Attendees develop skills in payroll calculation, cost analysis, account reconciliation, and internal control design, enabling them to manage payroll processes accurately while supporting sound financial reporting and compliance practices.

Q4 What tools, methods, or standards are covered in the "Payroll: Preparation, Analysis and Management" course?

The course addresses payroll registers, variance analysis techniques, general ledger reconciliation, statutory compliance frameworks, and internal control methods such as segregation of duties and audit trail documentation.

Q5 How is the "Payroll: Preparation, Analysis and Management" course applied in real-world practice?

Professionals apply these methods when processing monthly payroll, reconciling bank transfers, preparing journal entries, and conducting internal audits, directly supporting accurate, compliant, and well-controlled payroll operations within their organizations.