

REWARD AND BENEFITS ADMINISTRATION



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TRAINING CENTER



Introduction

Fair pay and well-run benefits help organizations attract, motivate, and keep skilled employees. This Reward and Benefits Administration Training Course from Gentex Training Center gives participants a clear, practical framework for managing total rewards. Participants learn to design pay structures, administer benefit plans, and control reward costs. Furthermore, they explore job evaluation, salary benchmarking, and incentive design. The course also covers HRIS tools, payroll integration, and compliance requirements. Participants also learn to explain reward decisions clearly to employees. In addition, hands-on exercises build real administration skills. As a result, participants leave ready to run accurate, fair, and cost-effective reward programs that support business goals and employee satisfaction.

Reward and Benefits Administration Course Objectives

- Explain the total rewards model and how pay, benefits, recognition, and career development work together to engage employees.
- Apply job evaluation methods, such as the Hay method and point-factor scoring, to rank roles fairly.
- Build pay grades, salary bands, and pay scales using salary surveys and market benchmarking.
- Use compa-ratio and range penetration to review pay positioning and control salary progression across the organization.
- Administer core benefits, including health insurance, retirement plans, paid leave, and end-of-service entitlements.
- Design short-term incentives and bonus schemes linked to KPIs and performance ratings.
- Manage enrollment, claims, and vendor relationships using benefits administration checklists and service-level agreements.
- Use HRIS and payroll systems to calculate pay, allowances, and deductions accurately.

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- Apply IAS 19 and pay equity audits to report benefit obligations and check reward fairness.
- Track reward costs with dashboards, benefits cost per employee, and budget variance reports, and report results to management.

Course Methodology

- Interactive lectures that explain reward theory, job evaluation, and benefits administration practices.
- Excel workshops where participants build salary bands, compa-ratio sheets, and benefit cost models.
- Case studies on pay reviews, benefit plan changes, and incentive redesign.
- Group exercises and role-plays on handling employee benefit queries and pay disputes.
- Ready-to-use templates, including job evaluation forms, benefits checklists, and reward policy samples.
- Peer feedback and trainer coaching throughout the five days.

Who Should Take This Course

- Reward, compensation, and benefits officers who manage pay programs
- Benefits administrators and coordinators who handle enrollment and claims
- HR officers and HR business partners who advise on reward matters
- Payroll specialists and supervisors who process salaries and deductions
- HR managers who oversee reward policies and budgets
- Finance staff who budget and forecast employee costs
- HR assistants moving into reward and benefits roles
- Professionals who want a career in compensation and benefits





Reward and Benefits Administration Course Outlines

Day 1: Foundations of Reward and Benefits Management

- Role of reward and benefits in HR and business strategy
- Total rewards model: pay, benefits, recognition, and development
- Reward philosophy, pay principles, and internal equity
- Legal and regulatory framework for pay and benefits administration
- Roles of HR, finance, and line managers in reward decisions
- Writing reward policies and standard procedure documents
- Ethics, confidentiality, and data protection in reward administration

Day 2: Job Evaluation and Pay Structures

- Job analysis and job description writing essentials
- Job evaluation using the Hay method and point-factor scoring
- Job grading, job families, and career ladders
- Salary surveys and market benchmarking techniques
- Pay grades, salary bands, and pay scales design
- Compa-ratio and range penetration analysis for pay reviews
- Pay equity reviews and gender pay gap analysis

Day 3: Benefits Design and Administration

- Health insurance, life cover, and disability benefits
- Retirement plans, pension schemes, and end-of-service entitlements

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- Paid leave, allowances, and flexible benefits options
- Benefit plan enrollment, eligibility rules, and renewals
- Claims processing and insurer relationship management
- Vendor selection, contracts, and service-level agreements
- Benefits communication and employee helpdesk practices

Day 4: Incentives, Payroll, and HR Systems

- Short-term incentive and bonus scheme design linked to KPIs
- Sales commission plans and employee recognition programs
- Long-term incentives, share plans, and retention awards
- Payroll cycle, allowances, overtime, and statutory deductions
- HRIS and payroll system integration and reporting
- Data accuracy checks, payroll audits, and error correction
- Data privacy and secure record keeping

Day 5: Reward Costing, Reporting, and Improvement

- Compensation budgeting and annual salary review cycles
- Benefits costing and reward spend forecasting using Excel
- IAS 19 basics for employee benefit reporting
- Reward KPIs, dashboards, and turnover analysis
- Employee reward satisfaction surveys and feedback analysis
- Reporting reward results to senior management
- Building a reward improvement action plan and roadmap





Conclusion

By successfully completing Reward and Benefits Administration, participants will gain a complete understanding of total rewards. They will know how to evaluate jobs, build pay structures, administer benefit plans, design incentives, and manage payroll data using proven tools such as the Hay method, salary benchmarking, and HRIS systems. Furthermore, they will cost reward programs and report benefit obligations. Gentex Training Center designed this Training Course to give HR professionals practical skills that improve pay fairness and benefits accuracy. Join Gentex Training Center to strengthen your reward and benefits expertise.

FAQs

Q1 What is the "Reward and Benefits Administration" course about?

This course explains how organizations design, administer, and control pay and employee benefits. It covers job evaluation, pay structures, benefit plans, incentives, payroll systems, and reward reporting. Participants apply each topic through Excel workshops and real case studies.

Q2 What are the key benefits of the "Reward and Benefits Administration" course?

The course helps participants build fair pay structures, run accurate benefit programs, and control reward costs. In addition, it improves employee trust and retention. As a result, participants can support consistent pay decisions and reduce errors, disputes, and compliance risks.



Q3 What skills will I gain from the "Reward and Benefits Administration" course?

Participants gain four core skills: job evaluation and pay structure design, benefits plan administration, incentive and payroll management, and reward costing and reporting. Furthermore, they strengthen Excel, communication, and data accuracy skills through workshops and case studies.

Q4 What tools, methods, or standards are covered in the "Reward and Benefits Administration" course?

The course covers the total rewards model, the Hay method, point-factor scoring, salary surveys, compa-ratio, and range penetration. It also teaches IAS 19 basics, HRIS and payroll systems, benefits cost dashboards, and Excel models for salary review budgeting.

Q5 How is the "Reward and Benefits Administration" course applied in real-world practice?

HR teams apply these methods to grade jobs, run annual pay reviews, enroll employees in benefit plans, and process payroll accurately. Reward specialists also track costs and report results to management. As a result, pay and benefits become fair, consistent, and well documented.