

informatech

PAYROLL

Non-current assets
Property, plant and equipment
Intangible assets
Trade and other receivables
Non-current assets

Notes

12

13

14

BB&T BANK
P.O. Box 778
ITHACA, NY
452/885

1001

2/4/2019

\$ 2,745.98

Edit with A

informatech

CERTIFIED

GLOBAL
LEADERSHIP
CONSULTANTS

HUMAN RESOURCES AND TRAINING | HRT-071

HR Operations, Payroll & Employee Services

UK

+44 33 000 111 90

info@informatech.co.uk

<https://informatech.uk>

63-66 Hatton Garden Hatton Garden

EC1N 8LE, London

NL

+31 85 74 444 46

info@infomatech.nl

<https://infomatech.nl>

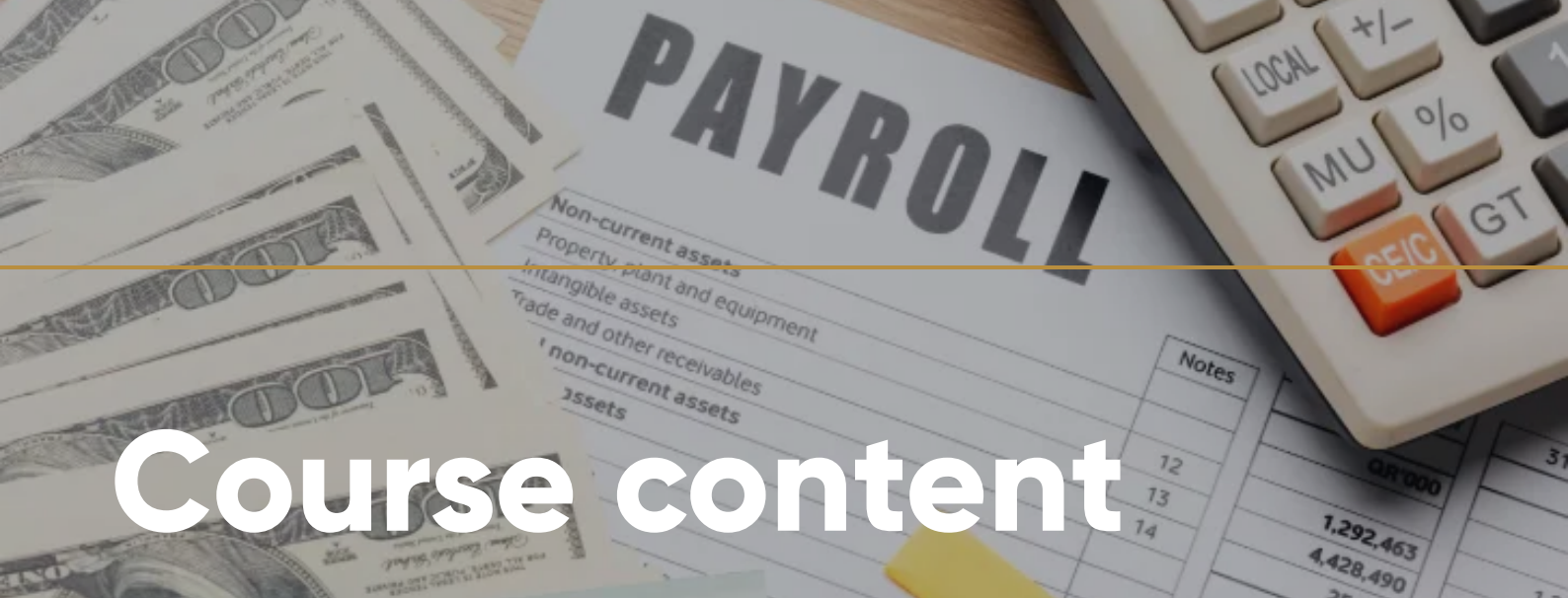
Waarderweg 50 - 2031PB

Haarlem - Netherlands

Tel : +44 (33) 000 111 90

Our mailing address is:
63-66 Hatton Garden, EC1N 8LE, London

informatech



Course content

Why Attend

Overview

- Gain a comprehensive understanding of HR operations and payroll management
- Enhance efficiency and compliance in employee services
- Stay updated on the latest HR best practices and regulatory requirements
- Develop practical skills to streamline HR and payroll processes
- Improve service delivery and employee satisfaction within your organization

Course Methodology

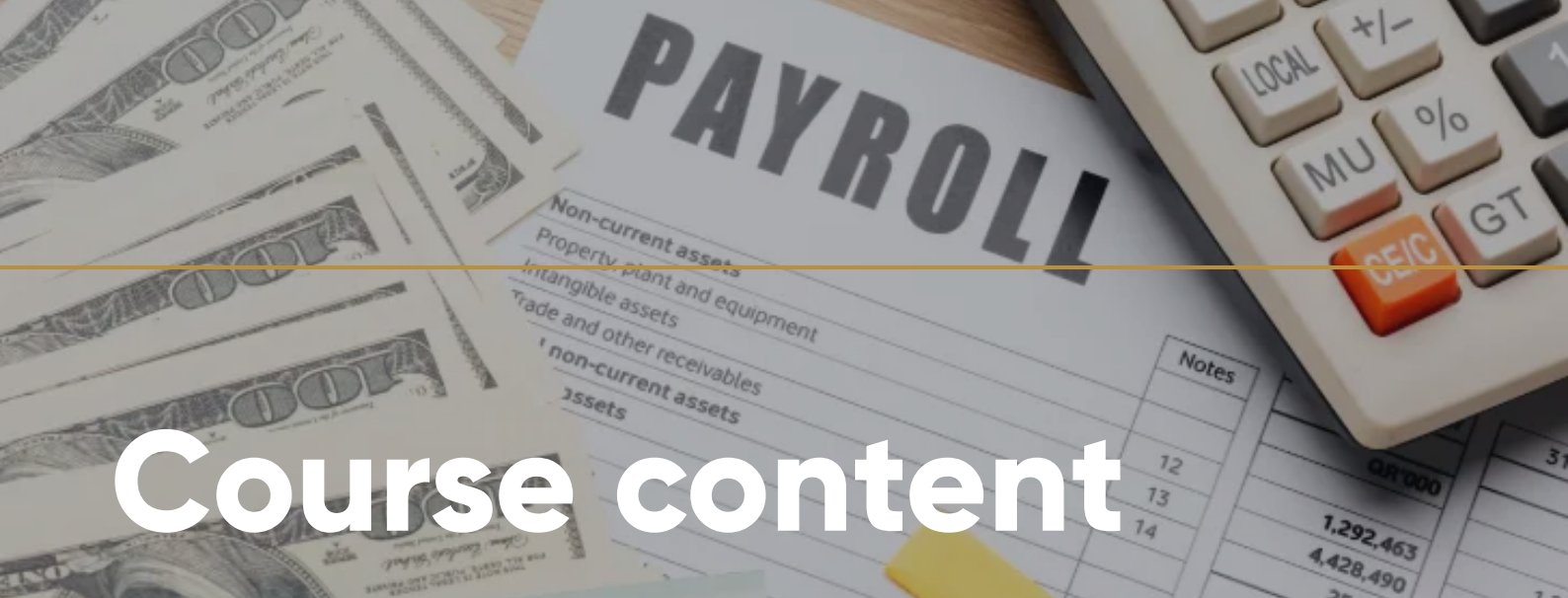
- Interactive lectures and real-world case studies
- Hands-on activities and group discussions
- Role-playing scenarios for HR service delivery
- Practical payroll calculations and compliance exercises
- Q&A sessions with industry experts

Course Objectives

- Understand the core functions of HR operations
- Implement effective payroll management systems
- Ensure compliance with labor laws and payroll regulations
- Enhance employee service delivery and support
- Develop strategies for continuous improvement in HR processes

Target Audience

- HR professionals and managers



Course content

Target Audience

- Payroll specialists and officers
- HR administrators and coordinators
- Finance and accounts personnel involved in payroll
- Anyone seeking to expand their knowledge of HR operations

Target Competencies

- HR process management
- Payroll administration
- Compliance and risk management
- Employee service delivery
- Process improvement and efficiency

Course outline

Day 1 : Introduction to HR Operations

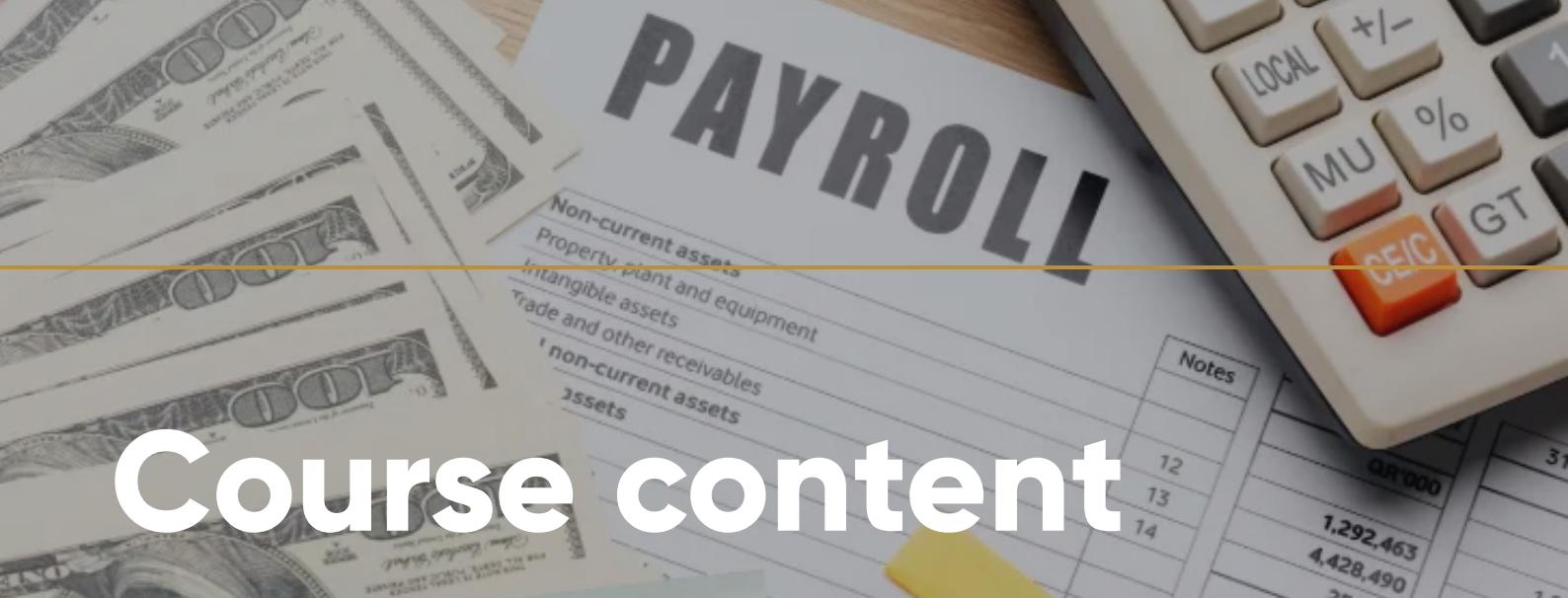
- Overview of HR operations and key functions
- HR roles and responsibilities in modern organizations
- Understanding HR policies and procedures

Day 2 : Payroll Management Essentials

- Payroll process workflow and best practices
- Salary structure and components
- Common payroll systems and software

Day 3 : Compliance and Regulatory Aspects

- Labor laws affecting payroll and HR services



Course content

Course outline

- Taxation, deductions, and statutory benefits
- Managing audits and compliance checks

Day 4 : Employee Services and Support

- Delivering effective employee services
- Managing employee records and documentation
- Handling grievances and employee inquiries

Day 5 : Process Improvement and Future Trends

- Streamlining HR and payroll processes
- Leveraging technology in HR operations
- Emerging trends and future challenges in HR services

Seminar dates

Available seminar dates

Live dates and pricing for HR Operations, Payroll & Employee Services generated from the course details page.

Date	Location	Format	Fee
11 - 15 January 2027	London - U.K	Classroom	€3,360.-
8 - 12 February 2027	Frankfurt - Germany	Classroom	€2,600.-
8 - 12 March 2027	Barcelona - Spain	Classroom	€3,080.-
12 - 16 April 2027	Frankfurt - Germany	Classroom	€2,600.-
10 - 14 May 2027	Rome - Italy	Classroom	€3,400.-
14 - 18 June 2027	Kuala lumpur - Malaysia	Classroom	€1,800.-
12 - 16 July 2027	Barcelona - Spain	Classroom	€3,080.-
Live online option		Online delivery is available at €1,850.-.	