


HUMAN RESOURCES | COURSE BROCHURE

# Certified Payroll Professional

5 days | Classroom training | English

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# Course content

## Why attend

This Certified Payroll Professional course equips participants with essential payroll management skills, covering regulations, calculations, software applications, and compliance. Participants will gain practical knowledge to effectively manage payroll processes, ensuring accuracy and adherence to legal requirements in diverse workplace settings.

Payroll professionals face increasing complexities in regulations and compliance, which can lead to costly errors if not managed properly. Understanding the intricacies of payroll processing is crucial for maintaining employee satisfaction and organisational integrity. This course addresses these challenges by providing in-depth knowledge of payroll laws, calculation methods, and compliance requirements. Participants will engage in practical exercises that simulate real-world payroll scenarios, enabling them to develop the skills necessary to navigate complex payroll systems, manage payroll discrepancies, and ensure accurate processing of employee compensation while adhering to legal standards. Additionally, they will learn to evaluate payroll software options and implement best practices to enhance efficiency and accuracy in their payroll operations.
Participants will develop practical capabilities in payroll calculations, tax withholdings, and reporting. Through hands-on exercises and case studies, they will learn to navigate payroll software and implement effective payroll strategies. This course prepares professionals to make informed decisions, ensuring compliance and efficiency in payroll operations. By the end of the course, attendees will be equipped to handle payroll discrepancies, prepare accurate reports, and create comprehensive payroll policies that align with organisational goals and legal standards. This knowledge is essential for fostering trust and transparency in employee compensation while mitigating risks associated with payroll errors and compliance failures.

## Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

## Course methodology

The course employs a blend of interactive workshops, real-world case studies, and practical exercises to enhance learning. Participants will engage in payroll simulations, where they will calculate payroll taxes and deductions, and use payroll software to process payroll runs. Outputs include completed payroll reports and compliance checklists, enabling participants to apply their learning directly to their roles. Group discussions and peer feedback will further reinforce understanding, while assessments will gauge participants' ability to apply concepts in practical scenarios. This hands-on approach ensures that participants leave with not only theoretical knowledge but also the practical skills necessary for effective payroll management.




# Course content

## Course objectives

By the end of this course, participants will be able to:
• Calculate payroll taxes and deductions accurately using provided scenarios.
• Assess compliance with payroll regulations and identify potential risks in payroll processes.
• Design a payroll schedule that aligns with organisational needs and legal requirements.
• Implement payroll software to streamline processing and reporting tasks.
• Compare different payroll systems and their features to determine the best fit for an organisation.
• Diagnose payroll discrepancies and propose corrective actions based on case studies.
• Construct a comprehensive payroll policy that incorporates best practices and compliance standards.

## Target audience

This course is suitable for:
• Payroll Administrators responsible for processing payroll and ensuring compliance.
• HR Professionals involved in employee compensation and payroll management.
• Finance Managers overseeing payroll budgets and financial reporting.
• Business Owners needing to understand payroll implications for their organisations.

## Target competencies

Participants will develop competencies in:
• Accurate payroll calculation and tax deduction application.
• Understanding of payroll legislation and compliance requirements.
• Ability to implement and manage payroll software solutions.
• Skill in developing payroll policies and procedures.
• Competence in identifying and resolving payroll discrepancies.
• Capability to analyse payroll data for reporting and decision-making.

## Course outline

### Day 1: Payroll Fundamentals and Regulations

Applied activity: Participants will review a fictional company's payroll structure and identify compliance issues based on current regulations. They will discuss their findings in groups and propose solutions to ensure compliance, focusing on specific payroll regulations relevant to the scenario.
Output: A compliance report outlining identified issues and proposed solutions.

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|---|---|
| **09:00–09:54** | Overview of payroll functions and their importance in organisations. |




# Course content

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|---|---|
| 09:54–10:48 | Key payroll regulations and compliance requirements affecting payroll processing. |
| 10:48–11:00 | Understanding employee classifications and their impact on payroll calculations. |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Understanding employee classifications and their impact on payroll calculations. (continued) |
| 12:12–13:06 | Introduction to payroll taxes: federal, state, and local obligations. |
| 13:06–14:00 | Overview of payroll documentation and record-keeping requirements for compliance. |

## Day 2: Payroll Calculations and Deductions

Applied activity: Using provided employee data, participants will calculate gross pay, deductions, and net pay for a fictional payroll cycle, ensuring accuracy in their calculations. They will present their calculations and rationale to the group for feedback.
Output: A completed payroll calculation worksheet for the fictional employees.

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|---|---|
| 09:00–09:54 | Detailed breakdown of gross pay calculations: hourly vs. salaried employees and their implications. |
| 09:54–10:48 | Understanding various deductions: taxes, benefits, and garnishments, including calculations. |
| 10:48–11:00 | Calculating net pay and understanding pay stubs and their components. |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Calculating net pay and understanding pay stubs and their components. (continued) |
| 12:12–13:06 | Handling overtime calculations and special pay situations, including bonuses. |
| 13:06–14:00 | Reviewing payroll calculation tools and resources for accuracy and efficiency. |

## Day 3: Payroll Software and Technology

Applied activity: Participants will set up a fictional company in payroll software, input employee data, and process a payroll run, generating necessary reports. They will troubleshoot any issues encountered during the process and discuss solutions.
Output: A set of payroll reports generated from the software for the fictional company.

| | |
|---|---|
| 09:00–09:54 | Overview of popular payroll software solutions and their functionalities for different business sizes. |
| 09:54–10:48 | Setting up payroll software for a new organisation: data input, configuration, and user access. |
| 10:48–11:00 | Processing payroll runs using software: step-by-step guide to ensure accuracy. |
| 11:00–11:30 | **Coffee break** |




# Course content

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|---|---|
| 11:30–12:12 | Processing payroll runs using software: step-by-step guide to ensure accuracy. (continued) |
| 12:12–13:06 | Generating payroll reports and understanding key metrics for analysis and decision-making. |
| 13:06–14:00 | Troubleshooting common payroll software issues and understanding support resources. |

## Day 4: Compliance and Reporting

Applied activity: Participants will prepare a year-end payroll report for a fictional company, ensuring all necessary forms are completed accurately and on time. They will simulate filing the reports and discuss the implications of errors.
Output: A complete year-end payroll report package including W-2s and 1099s.

| | |
|---|---|
| 09:00–09:54 | Understanding payroll reporting requirements and deadlines for various jurisdictions. |
| 09:54–10:48 | Preparing and filing payroll tax returns: federal and state, including common pitfalls. |
| 10:48–11:00 | Handling year-end reporting: W-2s, 1099s, and other forms, ensuring accuracy. |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Handling year-end reporting: W-2s, 1099s, and other forms, ensuring accuracy. (continued) |
| 12:12–13:06 | Auditing payroll processes for compliance and accuracy: methods and best practices. |
| 13:06–14:00 | Best practices for maintaining payroll records and documentation for audits. |

## Day 5: Integrated Payroll Management

Applied activity: Participants will work in teams to create a payroll policy for a fictional organisation, addressing compliance, efficiency, and integration with HR and finance. They will present their policy to the class for critique and improvement.
Output: A draft payroll policy document for the fictional organisation.

| | |
|---|---|
| 09:00–09:54 | Developing a comprehensive payroll policy for an organisation, including compliance and operational efficiency. |
| 09:54–10:48 | Integrating payroll with HR and finance functions to streamline processes and communication. |
| 10:48–11:00 | Addressing payroll challenges and implementing solutions based on case studies and best practices. |
| 11:00–11:30 | **Coffee break** |
| 11:30–12:12 | Addressing payroll challenges and implementing solutions based on case studies and best practices. (continued) |




# Course content

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|---|---|
| 12:12–13:06 | Evaluating payroll processes for efficiency and effectiveness: metrics and KPIs. |
| 13:06–14:00 | Future trends in payroll management and technology: preparing for changes in the industry. |

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

## Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Singapore<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **€2,820.–** |
| Online<br>Confirmed dates | 9 Nov 2026 | 13 Nov 2026 | **€1,250.–** |
| London<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **€2,450.–** |
| Online<br>Confirmed dates | 23 Nov 2026 | 27 Nov 2026 | **€1,250.–** |
| Barcelona<br>Confirmed dates | 30 Nov 2026 | 4 Dec 2026 | **€2,840.–** |
| Online<br>Confirmed dates | 30 Nov 2026 | 4 Dec 2026 | **€1,250.–** |
| Dubai<br>Confirmed dates | 7 Dec 2026 | 11 Dec 2026 | **€3,150.–** |




# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 7 Dec 2026 | 11 Dec 2026 | **€1,250.–** |
| Frankfurt<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€2,650.–** |
| Online<br>Confirmed dates | 14 Dec 2026 | 18 Dec 2026 | **€1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 11 Jan 2027 | 15 Jan 2027 | **€1,450.–** |
| Online<br>Confirmed dates | 11 Jan 2027 | 15 Jan 2027 | **€1,250.–** |
| Paris<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **€2,860.–** |
| Online<br>Confirmed dates | 25 Jan 2027 | 29 Jan 2027 | **€1,250.–** |
| Istanbul<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 8 Feb 2027 | 12 Feb 2027 | **€1,250.–** |




# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Amsterdam<br>Confirmed dates | 22 Feb 2027 | 26 Feb 2027 | **€2,540.–** |
| Online<br>Confirmed dates | 22 Feb 2027 | 26 Feb 2027 | **€1,250.–** |
| Cape Town<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **€1,890.–** |
| Online<br>Confirmed dates | 1 Mar 2027 | 5 Mar 2027 | **€1,250.–** |
| Singapore<br>Confirmed dates | 8 Mar 2027 | 12 Mar 2027 | **€2,820.–** |
| Online<br>Confirmed dates | 8 Mar 2027 | 12 Mar 2027 | **€1,250.–** |
| London<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **€2,450.–** |
| Online<br>Confirmed dates | 22 Mar 2027 | 26 Mar 2027 | **€1,250.–** |
| Dubai<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **€3,150.–** |




# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 12 Apr 2027 | 16 Apr 2027 | **€1,250.–** |
| Frankfurt<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 26 Apr 2027 | 30 Apr 2027 | **€1,250.–** |
| Rome<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **€2,450.–** |
| Online<br>Confirmed dates | 3 May 2027 | 7 May 2027 | **€1,250.–** |
| Kuala Lumpur<br>Confirmed dates | 10 May 2027 | 14 May 2027 | **€1,450.–** |
| Online<br>Confirmed dates | 10 May 2027 | 14 May 2027 | **€1,250.–** |
| Paris<br>Confirmed dates | 24 May 2027 | 28 May 2027 | **€2,860.–** |
| Online<br>Confirmed dates | 24 May 2027 | 28 May 2027 | **€1,250.–** |




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## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Istanbul<br>Confirmed dates | 14 Jun 2027 | 18 Jun 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 14 Jun 2027 | 18 Jun 2027 | **€1,250.-** |
| Amsterdam<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€2,540.-** |
| Online<br>Confirmed dates | 21 Jun 2027 | 25 Jun 2027 | **€1,250.-** |
| Rome<br>Confirmed dates | 28 Jun 2027 | 2 Jul 2027 | **€2,450.-** |
| Online<br>Confirmed dates | 28 Jun 2027 | 2 Jul 2027 | **€1,250.-** |
| Singapore<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **€2,820.-** |
| Online<br>Confirmed dates | 12 Jul 2027 | 16 Jul 2027 | **€1,250.-** |
| London<br>Confirmed dates | 26 Jul 2027 | 30 Jul 2027 | **€2,450.-** |




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## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 26 Jul 2027 | 30 Jul 2027 | **€1,250.-** |
| Dubai<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **€3,150.-** |
| Online<br>Confirmed dates | 9 Aug 2027 | 13 Aug 2027 | **€1,250.-** |
| Frankfurt<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **€2,650.-** |
| Online<br>Confirmed dates | 23 Aug 2027 | 27 Aug 2027 | **€1,250.-** |
| Vienna<br>Confirmed dates | 30 Aug 2027 | 3 Sept 2027 | **€2,940.-** |
| Online<br>Confirmed dates | 30 Aug 2027 | 3 Sept 2027 | **€1,250.-** |
| Kuala Lumpur<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **€1,450.-** |
| Online<br>Confirmed dates | 13 Sept 2027 | 17 Sept 2027 | **€1,250.-** |




# Course content

## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Paris<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **€2,860.–** |
| Online<br>Confirmed dates | 20 Sept 2027 | 24 Sept 2027 | **€1,250.–** |
| Istanbul<br>Confirmed dates | 11 Oct 2027 | 15 Oct 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 11 Oct 2027 | 15 Oct 2027 | **€1,250.–** |
| Amsterdam<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **€2,540.–** |
| Online<br>Confirmed dates | 25 Oct 2027 | 29 Oct 2027 | **€1,250.–** |
| Cape Town<br>Confirmed dates | 1 Nov 2027 | 5 Nov 2027 | **€1,890.–** |
| Online<br>Confirmed dates | 1 Nov 2027 | 5 Nov 2027 | **€1,250.–** |
| Singapore<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **€2,820.–** |




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## Dates, venues and fees (continued)

| Venue | Start date | End date | Fee (EUR) |
|---|---|---|---|
| Online<br>Confirmed dates | 8 Nov 2027 | 12 Nov 2027 | **€1,250.–** |
| London<br>Confirmed dates | 22 Nov 2027 | 26 Nov 2027 | **€2,450.–** |
| Online<br>Confirmed dates | 22 Nov 2027 | 26 Nov 2027 | **€1,250.–** |
| Dubai<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **€3,150.–** |
| Online<br>Confirmed dates | 6 Dec 2027 | 10 Dec 2027 | **€1,250.–** |
| Frankfurt<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **€2,650.–** |
| Online<br>Confirmed dates | 13 Dec 2027 | 17 Dec 2027 | **€1,250.–** |




# Course content

## Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

## Contact Smart Horizon

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