

HUMAN RESOURCES | COURSE BROCHURE

Payroll Management and Controls

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Payroll errors damage employee trust and can create legal and tax exposure. This course covers payroll management: payroll cycles, gross-to-net calculations, statutory deductions, payroll data management, controls and reconciliations, outsourcing considerations, audits and preventing payroll fraud.

Payroll must be right every time. You will learn processes and controls that make payroll accurate, secure and compliant.

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

Calculation exercises, control design workshops, reconciliation practice and fraud case studies.

Course objectives

By the end of this course, participants will be able to:
- Explain the payroll cycle and responsibilities
- Perform gross-to-net calculations
- Manage payroll data and changes securely
- Design payroll controls and reconciliations
- Prepare for payroll audits
- Prevent and detect payroll fraud

Target audience

This course is suitable for:
- Payroll officers and managers
- HR administrators
- Finance and accounts staff
- Internal auditors
- Shared service staff



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Target competencies

Participants will develop competencies in:

- Payroll processing
- Calculation accuracy
- Control design
- Reconciliation
- Fraud prevention

Course outline

Day 1: Payroll Fundamentals

09:00–10:08	Payroll cycle
10:08–11:00	Roles and responsibilities
11:00–11:30	**Coffee break**
11:30–11:45	Roles and responsibilities (continued)
11:45–12:53	Legal requirements
12:53–14:00	Exercise

Day 2: Calculations

09:00–10:08	Gross pay elements
10:08–11:00	Statutory deductions
11:00–11:30	**Coffee break**
11:30–11:45	Statutory deductions (continued)
11:45–12:53	Net pay
12:53–14:00	Calculation practice

Day 3: Data and Changes

09:00–10:08	Starters, leavers and changes
10:08–11:00	Data security
11:00–11:30	**Coffee break**



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11:30–11:45	Data security (continued)
11:45–12:53	Approvals
12:53–14:00	Workshop

Day 4: Controls

09:00–10:08	Reconciliations
10:08–11:00	Segregation of duties
11:00–11:30	**Coffee break**
11:30–11:45	Segregation of duties (continued)
11:45–12:53	Exception reports
12:53–14:00	Exercise

Day 5: Audit and Fraud

09:00–10:08	Payroll audits
10:08–11:00	Fraud schemes
11:00–11:30	**Coffee break**
11:30–11:45	Fraud schemes (continued)
11:45–12:53	Outsourcing oversight
12:53–14:00	Action plan

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.



Course content

Dates, venues and fees

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

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**€3,150.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Rome Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,450.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
London Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,450.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
Rome Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,450.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Vienna Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,940.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Paris Confirmed dates	29 Mar 2027	2 Apr 2027	**€2,860.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Cape Town Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,890.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
Amsterdam Confirmed dates	3 May 2027	7 May 2027	**€2,540.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	24 May 2027	28 May 2027	**€1,890.–**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.–**
Rome Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,450.–**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,450.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.–**
Barcelona Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,840.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.–**
Frankfurt Confirmed dates	9 Aug 2027	13 Aug 2027	**€2,650.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Vienna Confirmed dates	30 Aug 2027	3 Sept 2027	**€2,940.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Dubai Confirmed dates	11 Oct 2027	15 Oct 2027	**€3,150.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Barcelona Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,840.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**€3,150.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Cape Town Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,890.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

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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