



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

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Nairobi - Kenya

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Payroll Preparation, Analysis And Management Training

Duration: 5 days

On-Site

01 Who Should Attend

- This course is ideal for:
- Payroll Administrators and Specialists responsible for processing employee compensation.
- Human Resources (HR) Professionals managing employee records and benefits integration.
- Accounting and Finance Staff involved in payroll journal entries and compliance.
- Small Business Owners and Office Managers handling in-house payroll processing.
- Internal Auditors checking payroll accuracy and regulatory compliance.

02 About the Course

This comprehensive training course provides participants with the essential knowledge and practical skills to accurately prepare, analyze, and manage the entire payroll function while ensuring strict compliance with complex labor laws, tax regulations, and reporting requirements. It covers the full payroll cycle, from calculating gross pay, deductions, and withholdings to generating reports and managing year-end processes. Participants will gain expertise in managing different pay frequencies, handling benefits and garnishments, calculating payroll taxes, performing reconciliations, and utilizing software efficiently to minimize errors, mitigate legal risks, and ensure timely, accurate compensation for all employees.

03 Workshop Objectives

- Explain how the HR and accounting and finance functions contribute to their success
- Prepare the monthly payroll and review it for accuracy
- Calculate employee benefits, loans vacations and End of Service Benefits (EOSB)
- Reconcile payroll with accounting and audit the supporting documents for payments
- Develop monthly and annual payroll budgets
- Design periodic payroll management reports and analysis



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04 Module Topics

Module 1: Payroll: the important link between human resources and accounting

- Introduction to the HR function
- Introduction to accounting function
- Introduction to finance function
- Payroll as a link between HR and accounting and finance
- Understanding the hiring process documentation
- Managing the payroll process for:
 - Contract professionals
 - Full-time employees

Module 2: Preparing and calculating payroll

- Determining the right calculation basis for payroll
- Elements of risk leading to payroll mistakes
- Managing increments and deductions
- Payroll approvals & schedules

Module 3: Employee loans and benefits

- Access to employee benefits
- Controlling access to loans
- Reporting on loan status
- Calculating end of service benefits for the company and employees
- Reporting on benefit plans

Module 4: Accounting and auditors roles in the payroll process



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- Recording payroll expense and liabilities
- Recording payroll and benefits costs to assets or inventory
- Recording payroll related contributions and liabilities
- Reconciling receivables from and payables to employees with payroll department
- Reconciling liabilities with social security and other governmental agencies
- Reconciling payments with bank accounts transactions
- Introduction to internal audit and external audit

Module 5: Payroll budgeting

- Budgeting for payroll department expenses
- Preparing the yearly budget for payroll and contributions for the company
- Budgeting for employee loans and other benefits

Module 6: Reporting payroll and contributions

- Determining contribution expense for individuals & corporate contributions
- Reporting results to the accounting department & Coordinating regarding payment process and control
- Reporting to ministry of labor, social security authorities & other regulatory agencies