

AUDITING AND GOVERNANCE RISK AND COMPLIANCE | COURSE BROCHURE

Auditing Payroll and HR Processes

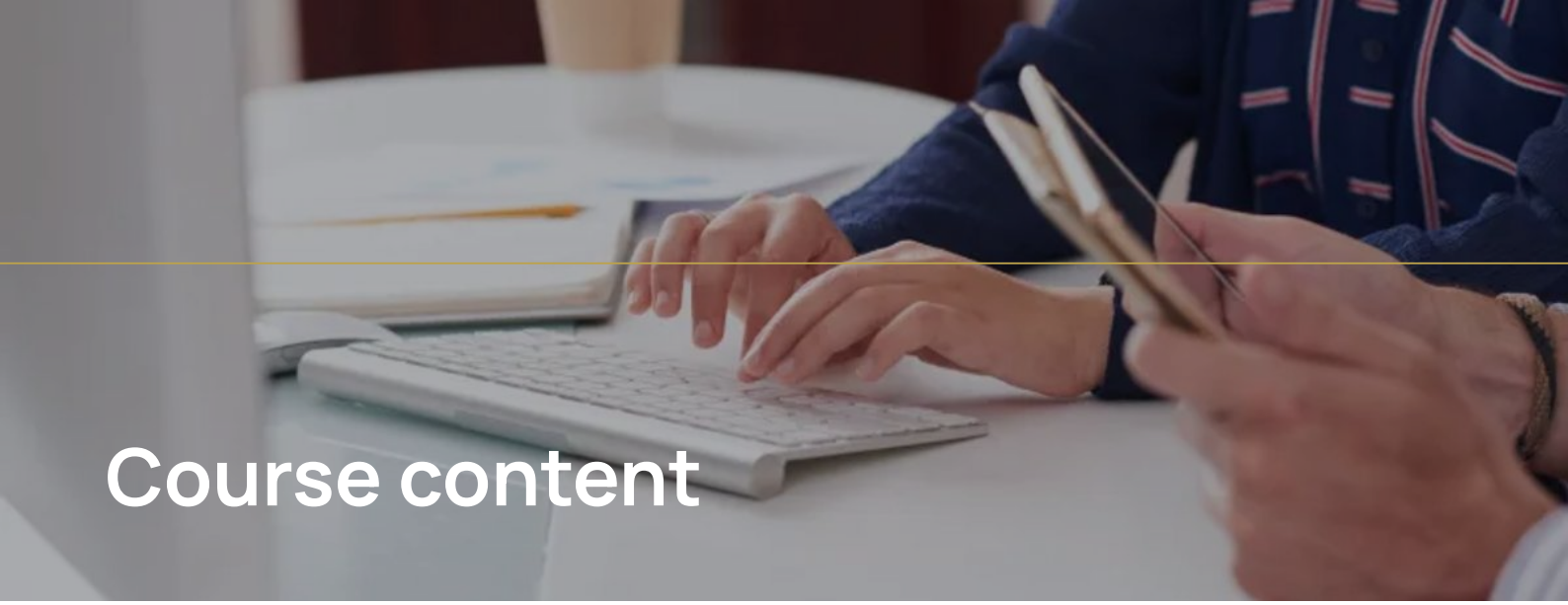
5 days | Classroom training | English

SMART HORIZON

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

Explore current programmes

https://smarthorizon.uk



Course content

Why attend

Payroll and HR processes are high-volume, sensitive and exposed to errors and fraud. This course covers auditing hiring, onboarding, payroll calculations, changes, terminations, benefits, expenses and HR data, including analytics and data protection considerations.

Payroll errors and fraud can be costly and damage trust. This course helps auditors assess payroll and HR controls effectively.

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 uses process walkthroughs, analytics exercises, case studies and audit programme development.

Course objectives

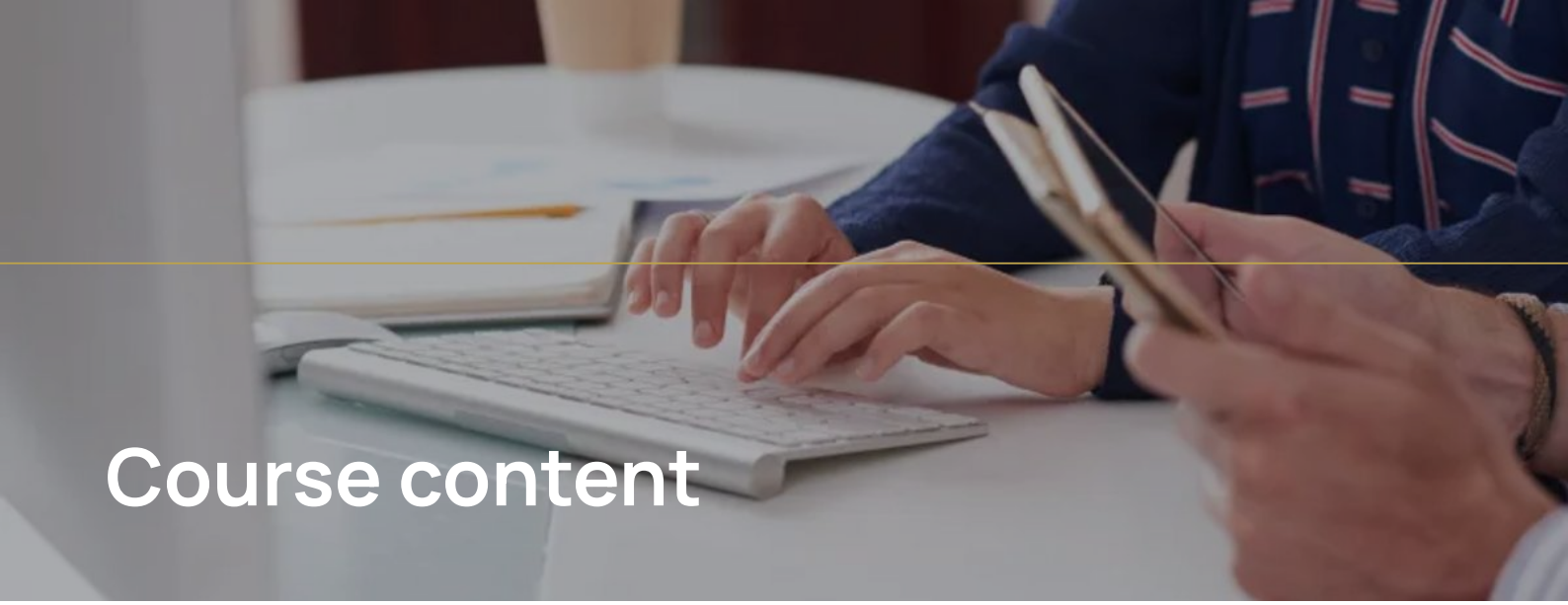
By the end of this course, participants will be able to:

- Understand payroll and HR process risks
- Plan risk-based payroll and HR audits
- Test hiring, changes and termination controls
- Verify payroll calculations and payments
- Apply analytics to payroll data
- Address data protection in HR audits

Target audience

This course is suitable for:

- Internal auditors
- Payroll managers
- HR managers
- Compliance professionals
- Finance controllers



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Target competencies

Participants will develop competencies in:

- Payroll risk assessment
- HR process auditing
- Payroll testing
- Payroll analytics
- Data protection
- Audit programme design

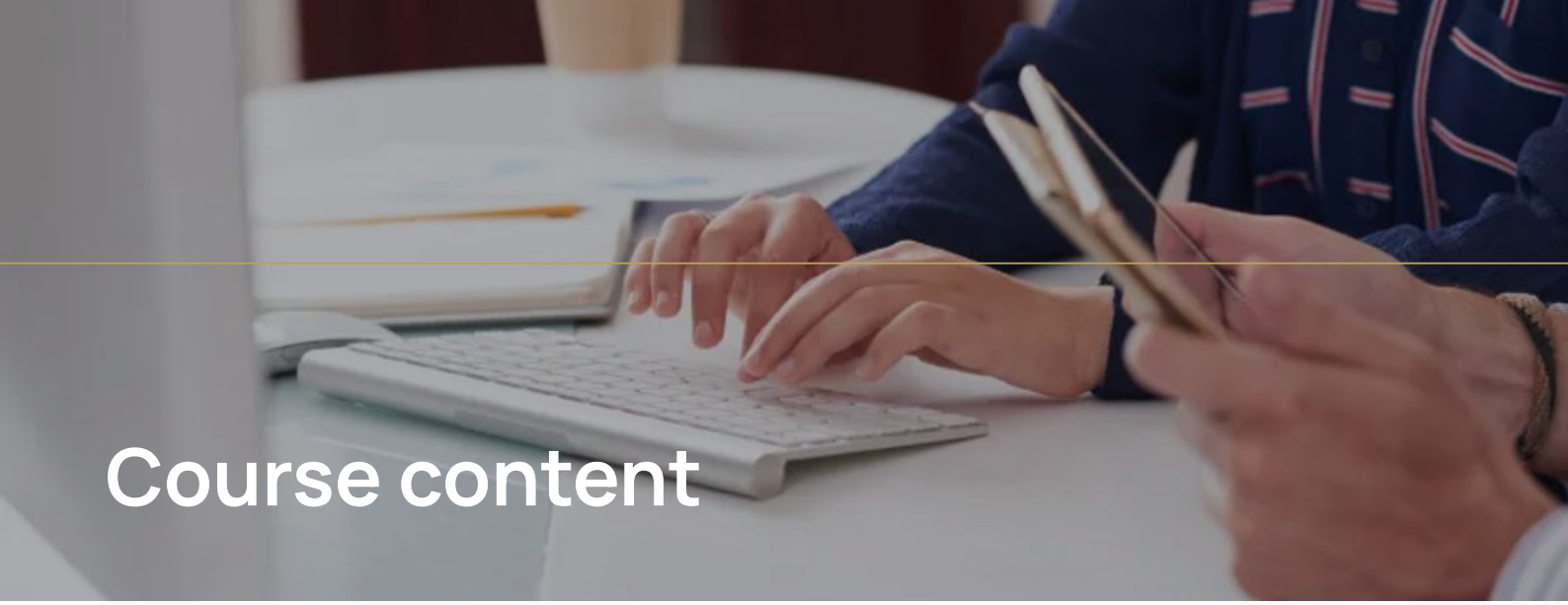
Course outline

Day 1: Payroll and HR Risks

09:00–09:54	Process overview
09:54–10:48	Common errors
10:48–11:00	Fraud schemes
11:00–11:30	**Coffee break**
11:30–12:12	Fraud schemes (continued)
12:12–13:06	Regulatory requirements
13:06–14:00	Exercise: Risk mapping

Day 2: Employee Life Cycle Controls

09:00–09:54	Hiring and onboarding
09:54–10:48	Changes and promotions
10:48–11:00	Terminations
11:00–11:30	**Coffee break**
11:30–12:12	Terminations (continued)
12:12–13:06	Master data
13:06–14:00	Workshop: Control testing



Course content

Day 3: Payroll Processing

09:00–09:54	Calculations
09:54–10:48	Deductions and taxes
10:48–11:00	Payments
11:00–11:30	**Coffee break**
11:30–12:12	Payments (continued)
12:12–13:06	Reconciliations
13:06–14:00	Exercise: Payroll testing

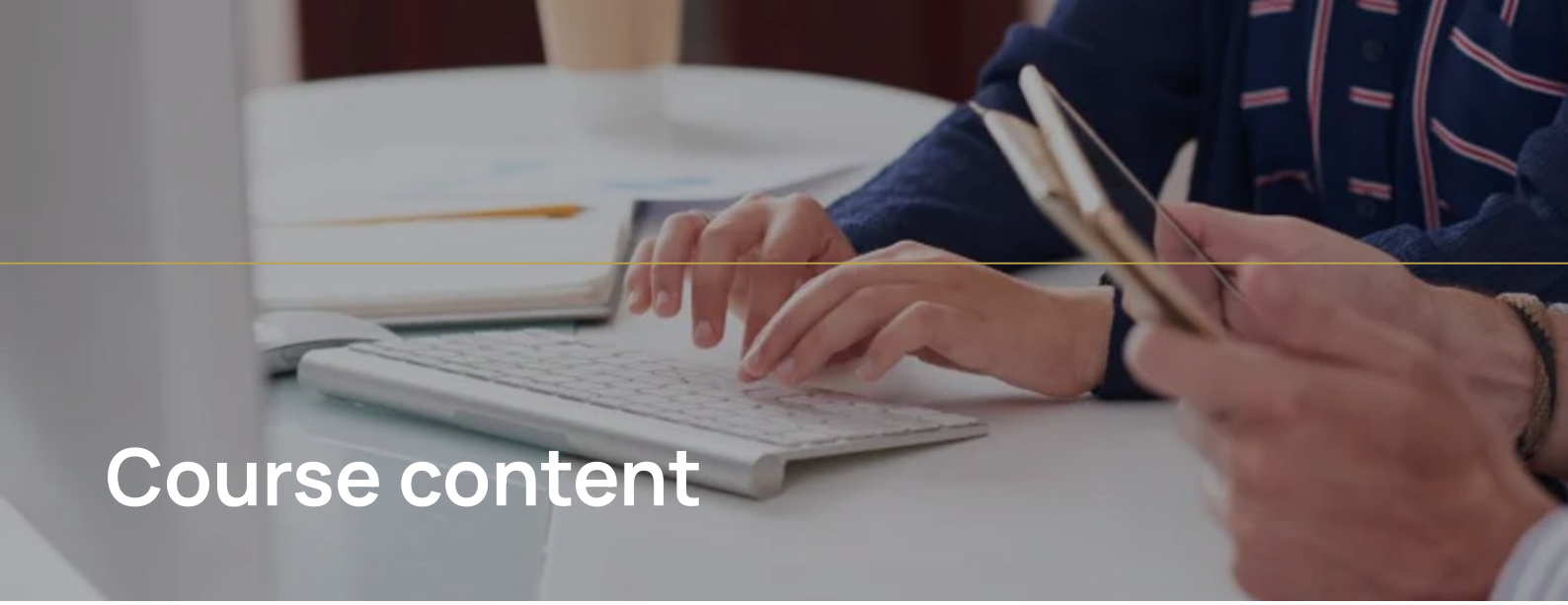
Day 4: Analytics

09:00–09:54	Ghost employees
09:54–10:48	Duplicate payments
10:48–11:00	Overtime anomalies
11:00–11:30	**Coffee break**
11:30–12:12	Overtime anomalies (continued)
12:12–13:06	Expense analysis
13:06–14:00	Lab: Payroll analytics

Day 5: Reporting

09:00–09:54	Data protection
09:54–10:48	Findings
10:48–11:00	Recommendations
11:00–11:30	**Coffee break**
11:30–12:12	Recommendations (continued)
12:12–13:06	Follow-up
13:06–14:00	Capstone: Payroll audit programme

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



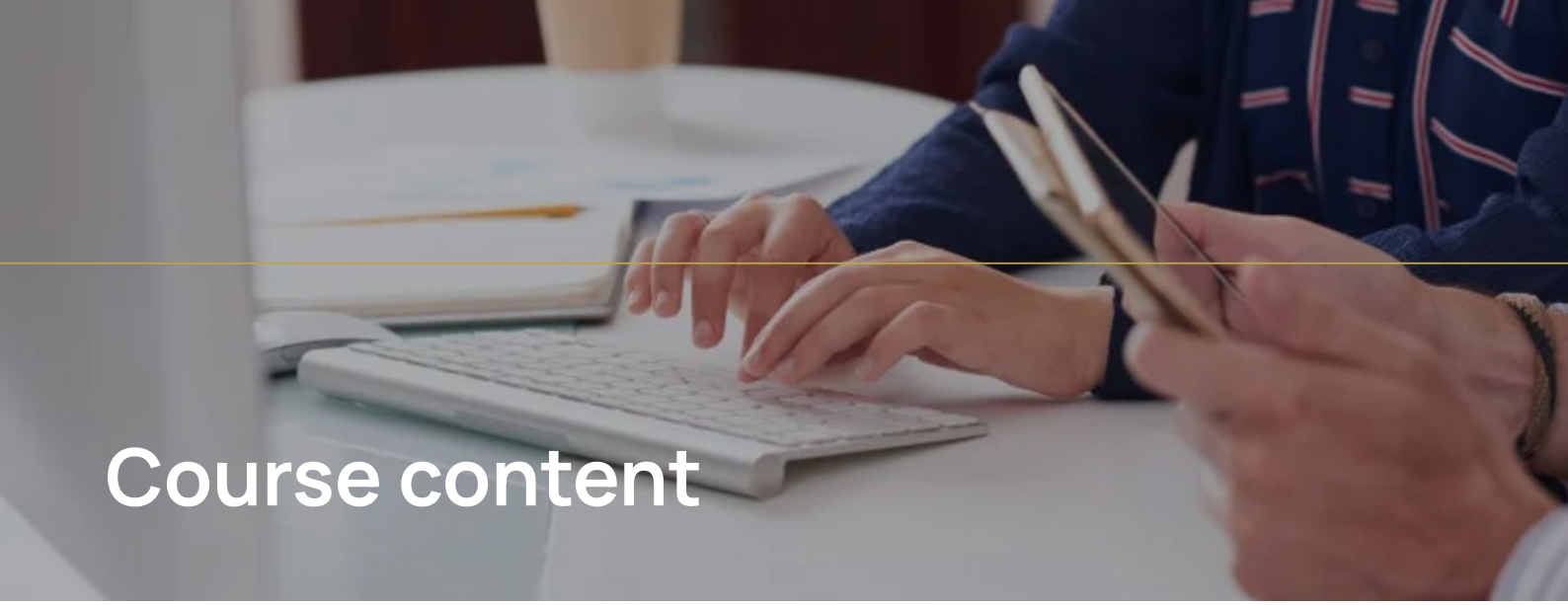
Course content

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 GBP, excluding unconfirmed taxes.

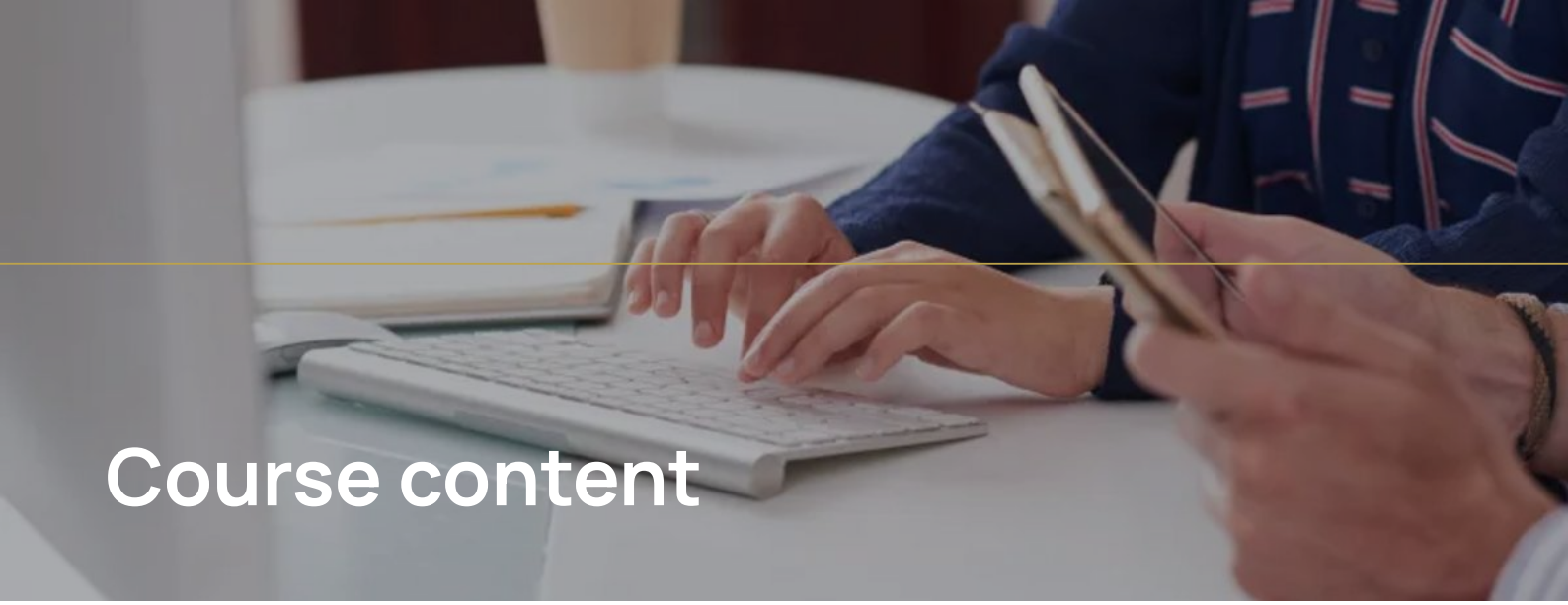
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,450.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.–**
Paris Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,860.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Istanbul Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,650.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Amsterdam Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,540.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**



Course content

Dates, venues and fees (continued)

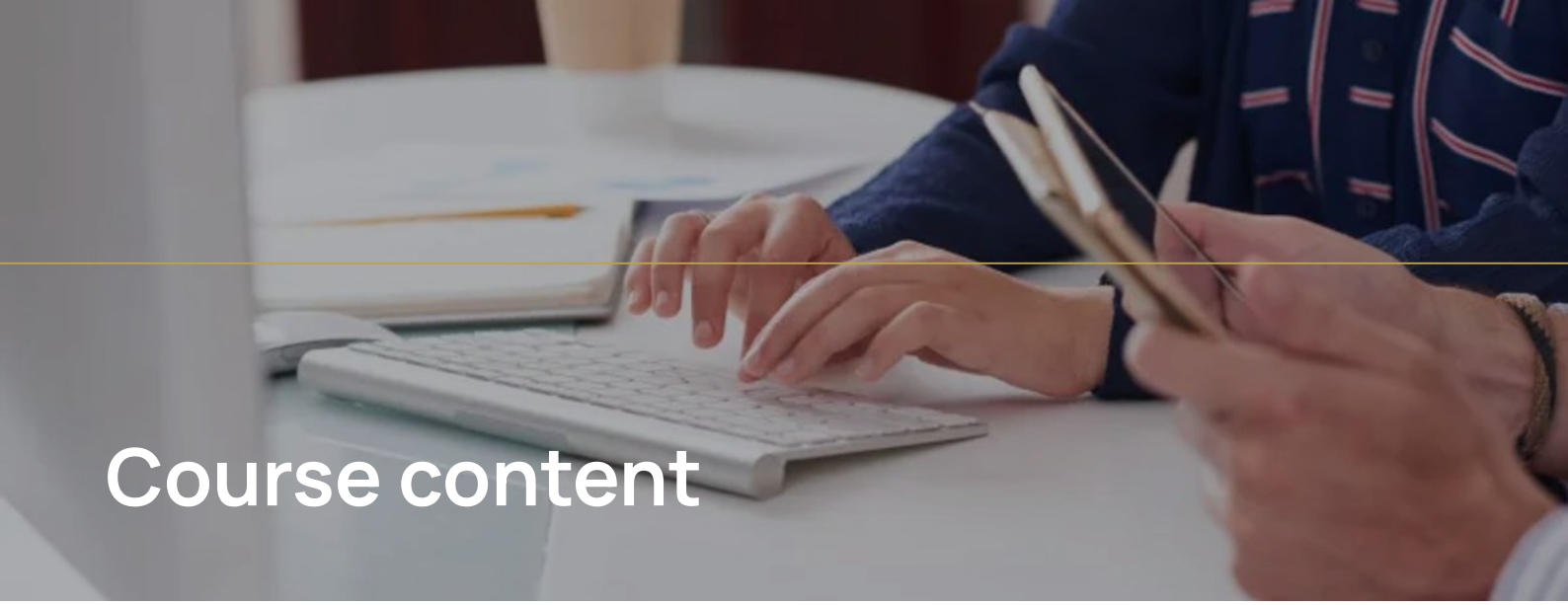
Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,890.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Singapore Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,820.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.-**
London Confirmed dates	25 Jan 2027	29 Jan 2027	**£2,450.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.-**
Dubai Confirmed dates	8 Feb 2027	12 Feb 2027	**£3,150.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.-**
Frankfurt Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,650.-**



Course content

Dates, venues and fees (continued)

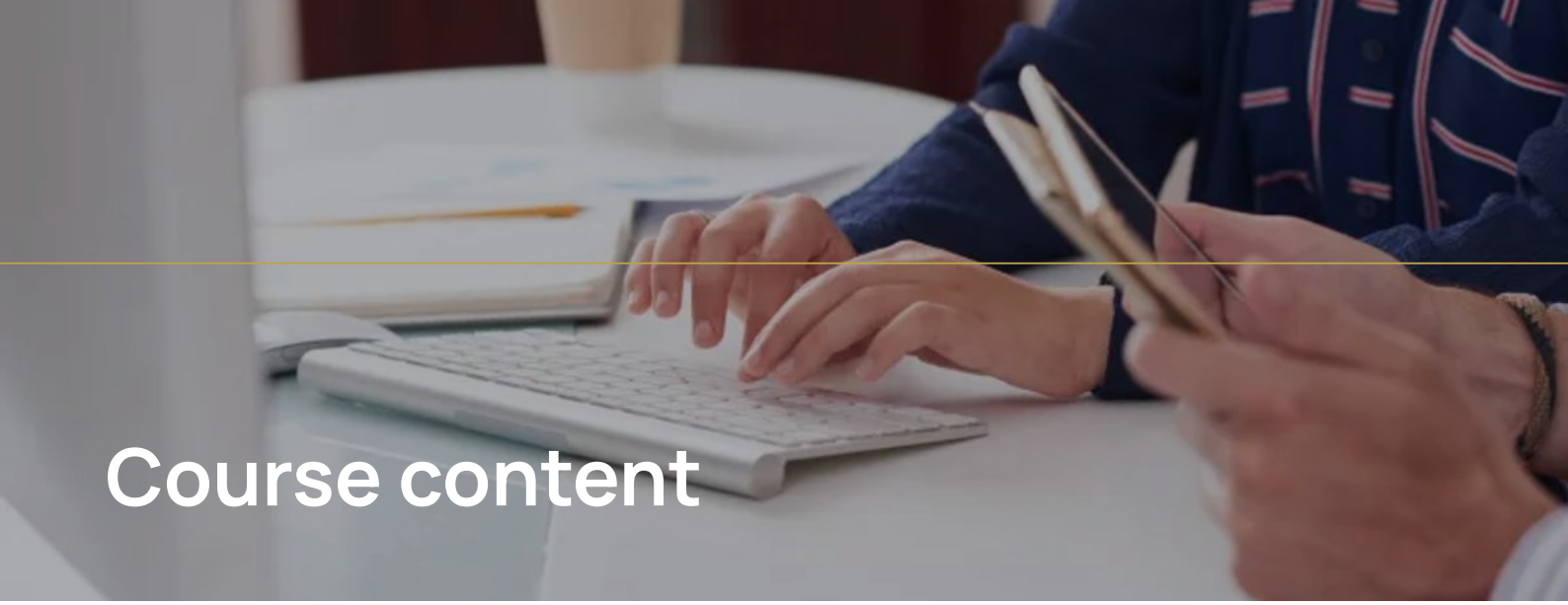
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,450.-**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.-**
Cape Town Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,890.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.-**
Paris Confirmed dates	22 Mar 2027	26 Mar 2027	**£2,860.-**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**£1,250.-**
Istanbul Confirmed dates	12 Apr 2027	16 Apr 2027	**£2,650.-**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.-**



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Dates, venues and fees (continued)

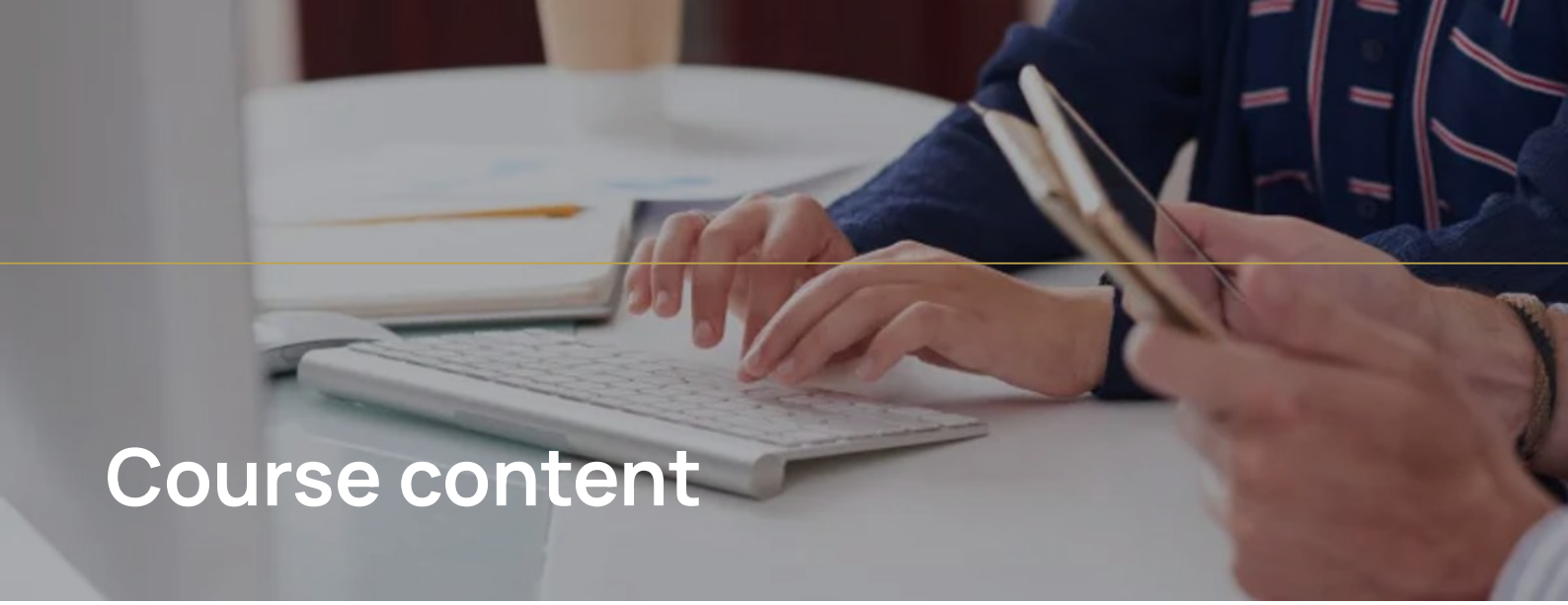
Venue	Start date	End date	Fee (GBP)
Amsterdam Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,540.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Singapore Confirmed dates	10 May 2027	14 May 2027	**£2,820.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Rome Confirmed dates	17 May 2027	21 May 2027	**£2,450.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
London Confirmed dates	24 May 2027	28 May 2027	**£2,450.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**
Dubai Confirmed dates	14 Jun 2027	18 Jun 2027	**£3,150.-**



Course content

Dates, venues and fees (continued)

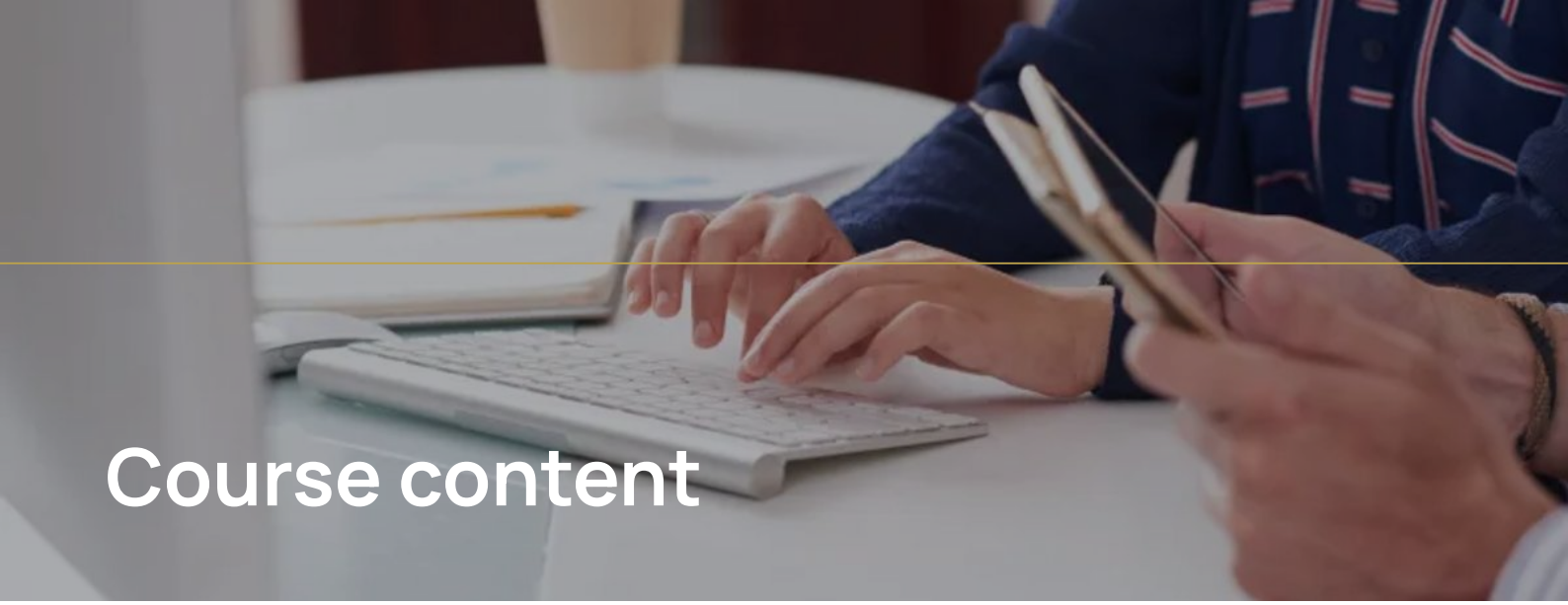
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.-**
Frankfurt Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,650.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Vienna Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,940.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,450.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.-**
Paris Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,860.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**



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Dates, venues and fees (continued)

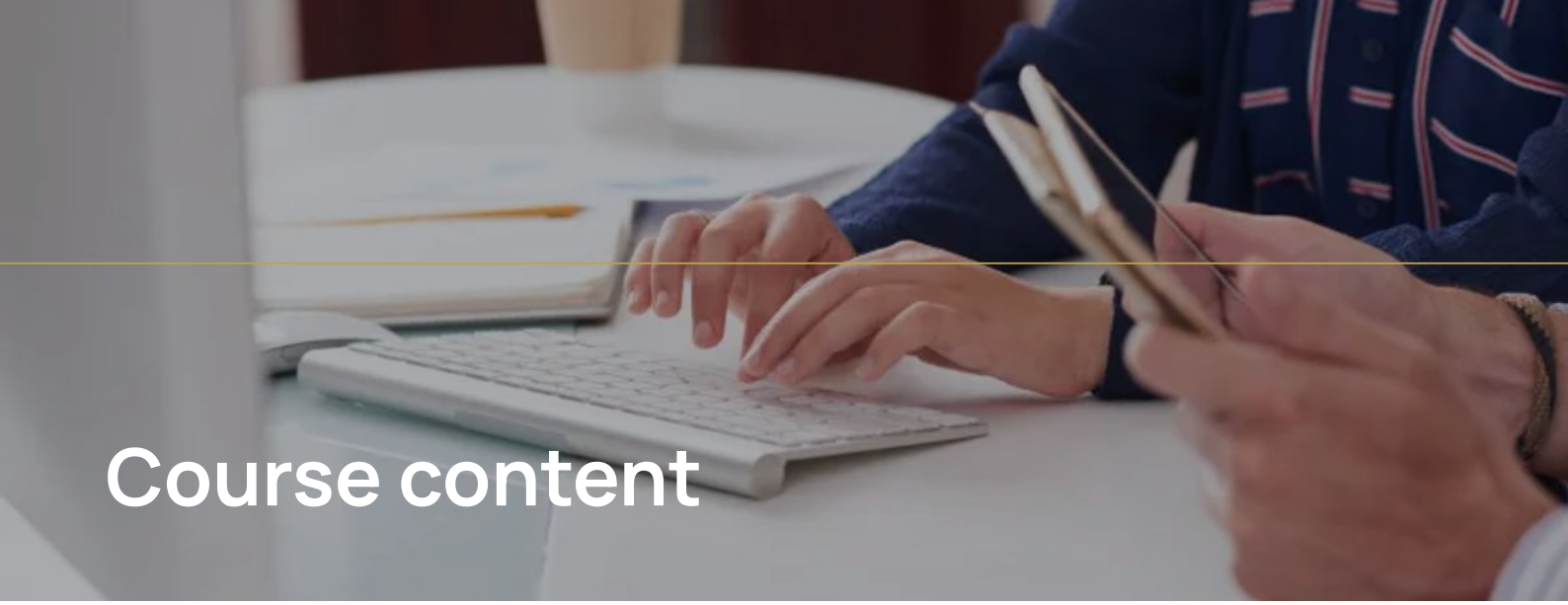
Venue	Start date	End date	Fee (GBP)
Istanbul Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,650.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Amsterdam Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,540.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**£1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Singapore Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,820.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
London Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,450.-**



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Dates, venues and fees (continued)

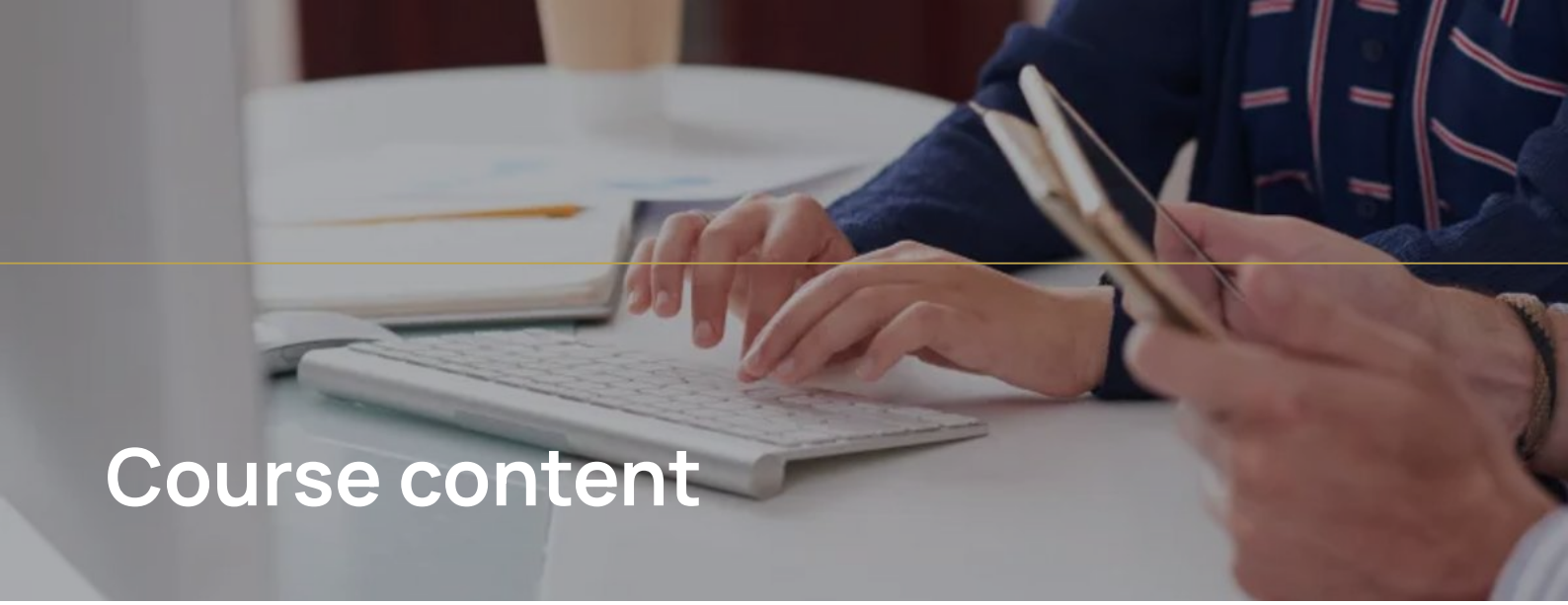
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Dubai Confirmed dates	11 Oct 2027	15 Oct 2027	**£3,150.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Frankfurt Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,650.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.-**
Barcelona Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,840.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,860.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
Istanbul Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,650.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Amsterdam Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,540.-**
Online 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 UK 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

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

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