

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.



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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.

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



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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.

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**



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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)



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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 GBP, excluding unconfirmed taxes.

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



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Dates, venues and fees (continued)

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



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Dates, venues and fees (continued)

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



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.-**
Frankfurt Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,650.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.-**
Rome Confirmed dates	3 May 2027	7 May 2027	**£2,450.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	10 May 2027	14 May 2027	**£1,450.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Paris Confirmed dates	24 May 2027	28 May 2027	**£2,860.-**
Online 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 (GBP)
Istanbul Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,650.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.-**
Amsterdam Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,540.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Rome Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,450.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
Singapore Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,820.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.-**
London 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 (GBP)
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.-**
Dubai Confirmed dates	9 Aug 2027	13 Aug 2027	**£3,150.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Frankfurt Confirmed dates	23 Aug 2027	27 Aug 2027	**£2,650.-**
Online Confirmed dates	23 Aug 2027	27 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.-**
Kuala Lumpur Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,450.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,860.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Istanbul Confirmed dates	11 Oct 2027	15 Oct 2027	**£2,650.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Amsterdam Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,540.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**
Cape Town Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,890.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**
Singapore 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 (GBP)
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**
London Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,450.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.–**
Dubai Confirmed dates	6 Dec 2027	10 Dec 2027	**£3,150.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Frankfurt Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,650.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.–**



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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

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View the latest course details online