

## Payroll Preparation and Grading Scale Development

*Paris (France)*

*17 - 21 March 2025*

UK Training

# PARTNER

## Payroll Preparation and Grading Scale Development

Code: HR28 From: 17 - 21 March 2025 City: Paris (France) Fees: 4400 Pound

### Introduction

Payroll management is a critical component in any organization, as it directly impacts employee satisfaction and motivation. This course aims to equip participants with the knowledge and skills needed to prepare payroll effectively and in alignment with the organization's established grading scale.

### Course Objectives

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

- Understand the basics of payroll preparation.
- Develop a grading scale that fits the organization's salary structure.
- Accurately calculate wages and salaries in compliance with legal requirements.
- Analyze payroll data to enhance HR strategies.

### Course Outlines

#### Day 1: Basics of Payroll Preparation

- Definition of payroll and its importance in the organization.
- Differences between base salary and bonuses.
- Key concepts related to taxes and deductions.

#### Day 2: Designing the Grading Scale

- How to develop a grading scale that suits the organizational structure.
- Factors influencing the determination of job grades.
- Strategies to ensure fairness in salaries.

#### Day 3: Calculating Wages and Salaries

- Methods for calculating wages and salaries in accordance with local laws.
- Handling overtime and bonuses.
- Importance of accuracy in data entry and payroll calculations.

#### Day 4: Compliance with Laws and Regulations

- Understanding local and international payroll-related laws.
- Adhering to wage and benefit standards.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The pieces are gold and silver. The board is white and black squares. In the background, there are concentric circles radiating from the center.

UK Training  
**PARTNER**

- Managing payroll audits and reports.

### Day 5: Payroll Data Analysis

- Using data to improve recruitment strategies and retain talent.
- Payroll data analysis tools and reporting.
- Developing action plans based on analysis results.

## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)  
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House





UK Training  
**PARTNER**



UK Training  
**PARTNER**





UK Training  
**PARTNER**



UK Training  
**PARTNER**





## Blackbird Training Cities

### Asia



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)

### Africa

UK Training  
**PARTNER**

## Blackbird Training Clients



UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin


- Professional Skills
- Finance, Accounting, Budgeting
- Media & Public Relations
- Project Management
- Human Resources
- Audit & Quality Assurance
- Marketing, Sales, Customer Service
- Secretary & Admin
- Supply Chain & Logistics
- Management & Leadership
- Agile and Elevation

### Technical Courses

- Hospital Management
- Public Sector
- Special Workshops
- Oil & Gas Engineering
- Telecom Engineering
- IT & IT Engineering
- Health & Safety
- Law and Contract Management
- Customs & Safety
- Aviation
- C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)

 [www.blackbird-training.com](http://www.blackbird-training.com)

UK Training  
**PARTNER**

