

Payroll Preparation and Grading Scale Development

Cape Town (South Africa)

11 - 15 August 2025

UK Training

PARTNER

Payroll Preparation and Grading Scale Development

Code: HR28 From: 11 - 15 August 2025 City: Cape Town (South Africa) Fees: 3300 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, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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)



Annecy (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)



Blackbird Training Cities

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



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



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)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



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)



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

 www.blackbird-training.com

UK Training
PARTNER

