

Payroll Preparation and Grading Scale Development

Tokyo (Japan)

8 - 12 September 2025

UK Training

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Code: HR28 From: 8 - 12 September 2025 City: Tokyo (Japan) Fees: 4700 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 pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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- 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.

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