BLACKBIRD FOR TRAINING

Comprehensive Payroll Management, Statutory Compliance, and HR Reporting Mastery

11 – 22 January 2027
Kigali (Rwanda)



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Ref: 3255034_329892 **Date:** 11 – 22 January 2027 **Location:** Kigali (Rwanda) **Fees:** 7600 GBP

Introduction

In today's rapidly evolving business environment, driven by technological and regulatory changes, payroll management has become one of the most critical functions impacting employee satisfaction, organizational compliance, and financial reputation. This comprehensive training program is designed to equip participants with the knowledge and skills needed to manage payroll efficiently and professionally, with a focus on accounting, legal, and technological aspects.

Course Objectives

- Provide participants with a comprehensive understanding of payroll functions.
- Master end-to-end payroll calculations, including benefits and deductions.
- Understand the legal and regulatory framework related to payroll in different countries.
- Develop the ability to integrate HR systems with payroll processes.
- Enhance readiness for compliance and financial audits.
- Gain skills in data analysis and strategic workforce reporting.
- Learn about the latest trends in automation and data protection.
- Prepare an actionable plan to implement best practices in their own organizations.

Course outline

Day 1 - Payroll Management Foundations

- Overview of payroll functions
- Payroll policies and procedures
- Payroll system lifecycle

Day 2 - Payroll Components and Calculations

- Fixed vs. variable components
- Gross-to-net calculations
- Allowances, benefits, and fringe items



Day 3 - Statutory Deductions & Legal Framework

- Social security and pension schemes
- PAYE Pay As You Earn and tax bands
- Legal obligations by country regional comparisons

Day 4 - Payroll and HR Integration

- Organizational structure and payroll planning
- Integration with leave, time, and attendance systems
- HR-payroll software tools SAP, Oracle, others

Day 5 - Payroll Compliance & Audit Readiness

- Identifying payroll risks and internal controls
- Audit trails and documentation
- Managing changes: retroactive pay, terminations

Day 6 - Financial Reporting of Staff Costs

- Payroll journal entries and general ledger
- Cost centers and budget forecasting
- Monthly vs. annual payroll financial statements

Day 7 - HR Analytics and Reporting

- HR dashboards and KPIs
- Absenteeism, overtime, and attrition analysis
- Strategic workforce reporting

Day 8 - Cross-functional Case Studies

- Simulated payroll processing scenario
- Team exercise: solving multi-departmental payroll issues
- HR + Finance + Legal collaboration



Day 9 - Payroll Outsourcing, Data Protection, and Automation

- Pros and cons of outsourcing payroll
- Vendor selection and service level agreements SLAs
- Payroll automation, cloud tools, and data security

Day 10 - Implementation Planning & Final Assessment

- Action planning for participants' organizations
- Knowledge check and competency assessment
- Feedback, certificate awarding, and closing session

Why Attend This Course: Benefits

- Improve the accuracy and efficiency of payroll processes.
- Reduce legal and financial risks.
- Support strategic decision-making with reliable data.
- Enhance integration and operational efficiency across internal systems.
- Strengthen compliance and audit preparedness.
- Increase employee satisfaction and build organizational trust.

Conclusion

This program offers a comprehensive journey to develop both practical and theoretical expertise in payroll management, empowering participants to confidently tackle modern challenges. We look forward to seeing the positive impact this training will bring to your organizations and to accompanying you on a rich, knowledge-filled professional journ

