



LLOYD BUSINESS SCHOOL

PAYROLL MANAGEMENT: APPLICATION IN INDUSTRY

POST GRADUATE IN MANAGEMENT
CERTIFICATION COURSES



HR



About Course

Payroll management can provide many job opportunities if you are considering a career within Human Resources. The principal role of the Human Resources Payroll Manager is to ensure accurate delivery of payroll to a company's workforce. You may also be responsible for a team of payroll administrators depending upon the size of the organisation.

This course in payroll management gives practical training to become aware of the basic concepts of payroll management. This course will teach the concept and calculation EPF Act, ESI Act, Gratuity and Bonus Act, HRA, Leave Management, Exemption, Deduction, TDS and Tax Slabs, CTC Designing and Take-Home Salary.



This course aims to provide

- Comprehensive and rigorous curriculum covering key concepts and practical application of EPF Act and Gratuity Act and Bonus Act
- Awareness of HRA Calculation and Leave Management
- CTC designing and Take-Home Salary
- Hands on practical cases of payroll management



Who can attend?

- Students
- HR Practitioner Course for career growth in Organization.
- Young executives aspiring to enter and grow their careers in management for career growth opportunities.
- Academicians who are inclined towards Payroll Management



Detailed Course

Course :	Areas	Delivery Hours
Payroll Management		
Module 1: Introduction to EPF Act & ESI Act		8hrs
1.1 EPF Act	<ol style="list-style-type: none"> 1. What is Employee Provident Fund and Miscellaneous Provision Act 1952? 2. PF Wages Calculation 3. PF Contributions-EPF A/C No1, EPS A/C No(10), EPF Admin A/C No(2), EDLI A/C No(21) 4. EPF,VPF & PPF 	5hrs
1.2 ESI Act	<ol style="list-style-type: none"> 1. Employees' State Insurance Act1948 2. ESI Wages Calculation & Cases 3. Contribution Cycle & Benefit Cycle Social Security Benefits 	3hrs
Module 2 Gratuity & Bonus Act		6hrs
2.1 Gratuity Act	<ol style="list-style-type: none"> 1. The Payment of Gratuity Act 1972 2. Gratuity Calculation Formula 3. Tax Treatment of Gratuity (Case Study) 4. Gratuity Calculation In Case Of Death 	3hrs
2.2 Bonus Act	<ol style="list-style-type: none"> 1. The Payment of Bonus Act 1965 2. Bonus Wages Calculations 3. Bonus Rate & Bonus Calculations 	3hrs
Module 3 HRA & Leave Management		6hrs
3.1	<ol style="list-style-type: none"> 1. HRA 2. HRA Wages Calculation- Mandatory Conditions for tax exemption, Tax Exemption Calculation 3. Case Study 	3hrs
3.2	<ol style="list-style-type: none"> 1. Leave Management - Key Terms 2. Basic Types of Leave 3. Leave Balance 4. Credit Function of Leave 5. Role of HR in Leave Management process 6. Case Study 	3hrs
4.CTC Designing & Take Home Salary		1hrs
4.1	<ol style="list-style-type: none"> 1. What is CTC & Take Home Salary 2. What is Net Salary 3. How to calculate Net Salary and Take-Home Salary 	
Total		21hrs

Course Outcomes

Upon successful completion of this course, the student shall be able to:

1. Demonstrate fundamental understanding payroll management
2. Apply PF Wages, ESI Wages, Gratuity wages, and HRA Wages & Bonus wages.
3. Demonstrate awareness and a fundamental understanding of Tax Treatment & Tax Exemption
4. References