



### **Workshop on Payroll Preparation, Analysis and Management**

June 9 – 13, 2025, 1<sup>st</sup> Run: Lagos & Abuja

December 8 – 12, 2025, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class: 9am – 4:30pm**

**Workshop fee: N300, 000 per Participant**

**For online: Delivery via Zoom**

**Online course fee: N250, 000 per Participant**

**Available for In-plant Training**

**700 USD for foreign  
Participants**

#### **Program overview:**

Most companies generally use the term Payroll to refer to the money that is paid to the employees or the records that detail how much each employee has made. Processing payroll is a very important function of any business and necessitates an understanding of current regulations, detailed tax knowledge to ensure proper withholding and filing, and a highly organized system that can be relied upon to pay each employee the right amount of money. As the salaries are usually the major part of companies' expenses, it is of crucial importance to analyze and manage the payroll preparation process.

#### **For whom:**

This program is design for Payroll staff, payroll accountants, account assistants, payroll supervisors and managers, HR professionals and team members who handle payroll as well as any employees interested in understanding and applying payroll best practices.

#### **Learning objectives:**

At the end of the program, participants will be able to:

- explain how HR, Accounting and Finance functions contribute to the success of payroll preparation;
- prepare, reconcile and review monthly payroll for its' accuracy;
- calculate employee benefits, loans vacations and End of Service Benefits;
- reconcile payroll with accounting and audit the supporting documents for payments;
- develop monthly and annual payroll budgets; and
- design periodic payroll management reports and analysis.

#### **Course outline:**

##### **Day 1: Payroll: The link between HR and Accounting Functions**

- Introduction to the HR, Accounting and Finance functions
- Payroll as a link between HR, Accounting and finance
- Understanding the hiring process documentation
- Managing payroll process for:
- Full time employees, Contract Employees, and Outsourcing

##### **Day2: Preparing and calculating payroll**

- Determining the right calculation basis for payroll
- Elements of risk leading to payroll mistakes
- Managing increments and deductions

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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- Payroll approvals and payroll schedules

### **Day 3: Employee loans, benefits and Payroll budgeting**

- Preparing the yearly budget for payroll Administration
- Budgeting for employee loans and other benefits
- Budgeting for payroll department expenses
- Access to employee benefits, Controlling access to loans,
- Reporting on loans status
- Calculating end of service benefits for employees
- Reporting on benefit plans

### **Day 4: Accounting and Auditors roles in payroll process**

- Recording payroll expense and liabilities
- Recording payroll and benefits costs to assets or inventory
- Recording payroll related contributions and liabilities
- Reconciling receivables from and payables to employees with payroll department
- Reconciling liabilities with social security and other governmental agencies
- Reconciling payments with bank accounts transactions
- Auditing the payroll by internal and external auditors

### **Day 5: Reporting payroll and contributions**

- Determining contribution expense for individuals
- Determining corporate contributions
- Reporting results to the accounting department
- Management payment process and control with Account Department
- Reporting to ministry of labour & other regulatory agencies

#### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N300, 000**  
In-plant Fee Negotiable

#### **WORKSHOP FEE:**

**N300, 000 per participant, VAT –N22, 500**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**  
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## **Training Methodology**

Lectures, discussions, exercises, and case studies will be used to reinforce these teaching/learning methods.

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