



PACIFIC TECHNICAL INSTITUTE

"WE ARE THE ANSWER"

Short Course in Payroll Management

ENROLL NOW

Course Content

Introduction to Payroll Management

- Overview of Payroll Management
- Importance of accurate payroll processing
- Key terminologies in payroll (gross pay, net pay, deductions)

Payroll Systems and Software

- Introduction to payroll software
- Benefits of automation in payroll processing
- Hands-on training with popular payroll systems

Compensation and Benefits

- Understanding different types of compensation (hourly, salary, commission)
- Benefits management (health insurance, retirement plans)
- Employee vs. contractor payments

Payroll Calculations and Deductions

- Calculation of gross and net pay
- Mandatory deductions: taxes, social security, Medicare
- Voluntary deductions: retirement contributions, health insurance

Compliance and Legal Issues in Payroll

- Overview of labor laws and regulations
- Record-keeping requirements
- Understanding compliance risks and audits

Delivery Method

Mode: Face to Face / Online / Saturday

Time: 5pm - 7.30pm , Monday, Wednesday, Thursday

Face to Face:

Time: 9am - 1pm , 7 Saturday's

Payroll Accounting

- Basics of payroll accounting
- Recording payroll transactions in accounting software
- Understanding payroll journals and ledgers

Managing Payroll Reports

- Types of payroll reports (earnings reports, tax reports)
- Generating and analyzing payroll reports
- Using reports for decision-making and audits

Year-End Payroll Processing

- Steps for year-end processing
- Preparing and distributing
- Recognizing and correcting payroll discrepancies

Payroll Best Practices

- Common payroll mistakes and how to avoid them
- Tips for efficient payroll processing
- Best practices for effective payroll management

Certification Exam

Comprehensive exam covering material from all Modules

Certification of completion for successful candidates

Duration : 7 Weeks

Fees: \$675.00

Fees can be paid in installment

For Enquiries Call: 2805584/7707832

P.O. Box 16645, 9 Waimanu Road Suva, Fiji/Phone: (679)7707830/7707831

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