

# Mastering payroll

Hands-on course of 2 days - 14h

Ref.: MMS - Price 2024: CHF1 590 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Define payroll and understand its various components.
- Track and analyze changes in your company's payroll
- Estimate the impact of staff transfers on changes in payroll.
- Calculate the weight that each contribution has in payroll
- Put in place a tracking scorecard

## THE PROGRAMME

last updated: 01/2018

### 1) Definition and contents of the payroll

- The cost of the salary.
  - The basic salary. Premiums and compensation.
  - Compensation factors.
  - Changes in work time and employee protection.
  - Employee savings.
  - Payroll concepts.
  - Telling apart personnel costs and payroll.
- Hands-on work : Hands-on work Calculating baseline payroll while integrating issues specific to each organization.*

### 2) Factors that lead to changes in payroll

- Strategic and legal factors.
  - The impact of the company's strategic decisions.
  - The impact of decisions by government authorities.
  - Turnover, aging, and skills
  - Raises. Different types of raises.
  - Mass effect: Cost over the course of a year.
  - Deferment effect: Cost over the following year.
- Hands-on work : Hands-on work Analysis and tracking of individual raises.*

### 3) The impact of staff transfers

- Analyzing staff transfers.
  - Measuring workforce size. Analyzing fixed-term contracts.
  - Arranging work time and staff.
  - Staff transfers and changes in business.
  - Replacing staff: The Noria effect.
  - Category changes: Structural effects.
  - Staff changes: Staff effects. Activity changes: Time changes.
  - Changes in average salaries: Statistical ratio.
- Hands-on work : Hands-on work Case study: Calculating changes in payroll.*

### 4) The impact of employer contributions

- Assessing your contributions and changes to them.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Calculating your employer and employee contributions.
- Increases in contribution levels and the cap.
- Life insurance and pensions.
- Contribution reductions and exemptions.
- Fillon Law (France). Tépa Law (France).
- Impact of partial employment compensation.

*Hands-on work : Hands-on work Building a budget of personnel expenses.*

#### 5) Tracking and monitoring payroll

- What do we mean by managing payroll?
- Parts of a scorecard.
- Payroll software.
- Payroll tracking.
- Event and group tracking.
- Deviations and corrective actions.

*Hands-on work : Hands-on work Payroll tracking scorecard.*

## DATES

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Contact us