**MAGNA SKILLS DEVELOPMENT INSTITUTE**

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Human Resources Management

# Computerized Payroll Administration and Processing

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

| COURSE CODE | DELIVERY | DURATION | PREPARED FOR |
|---|---|---|---|
| **MSD2573** | **Online / Face-to-Face** | **Flexible** | **Organisation Approval** |

Register for this Course

View Online Course Page

## Course Overview

Magna Skills introduces the Computerized Payroll Administration and Processing course, designed to equip participants with the knowledge and skills needed for efficient and accurate payroll management using computerized systems.

This program covers the fundamentals of payroll administration, software utilization, and compliance with relevant regulations.

## Course Outcomes

Upon completion of the course, participants will:

1. **Understanding Payroll Fundamentals:**
   - Gain a comprehensive understanding of payroll administration principles.
   - Learn the key components of the payroll process.
2.

**Computerized Payroll Software Proficiency:**

- Develop proficiency in using computerized payroll software.
- Explore the features and functionalities of popular payroll management systems.

3. **Payroll Compliance and Legal Regulations:**
   - Understand legal and regulatory requirements related to payroll administration.
   - Ensure compliance with tax laws, labor regulations, and reporting standards.
4. **Efficient Payroll Processing:**
   - Learn efficient payroll processing techniques to streamline operations.
   - Understand the importance of accuracy and timeliness in payroll management.
5. **Benefits Administration and Record-Keeping:**
   - Explore benefits administration within the payroll system.
   - Develop effective record-keeping practices for payroll-related information.
6. **Payroll Auditing and Error Resolution:**
   - Understand the principles of payroll auditing.
   - Learn strategies for identifying and resolving payroll errors.

## Course Outline / Curriculum

**Module 1: Understanding Payroll Fundamentals**

- Key principles of payroll administration
- Components of the payroll process

**Module 2: Computerized Payroll Software Proficiency**

- Proficient use of computerized payroll software
- Features and functionalities of popular payroll management systems

**Module 3: Payroll Compliance and Legal Regulations**

- Legal and regulatory requirements in payroll administration
- Compliance with tax laws, labor regulations, and reporting standards

**Module 4: Efficient Payroll Processing**

- Techniques for efficient payroll processing
- Importance of accuracy and timeliness in payroll management

**Module 5: Benefits Administration and Record-Keeping**

- Benefits administration within the payroll system
- Effective record-keeping practices for payroll-related information

**Module 6: Payroll Auditing and Error Resolution**

- Principles of payroll auditing
- Strategies for identifying and resolving payroll errors

**4. Who Can Attend:** This course is suitable for payroll administrators, HR professionals, finance officers, and individuals involved in payroll processing using computerized systems, including but not limited to:

- Payroll Administrators
- HR Professionals
- Finance Officers
- Small Business Owners
- Individuals in Payroll Management Roles

**5. Delivery Format:** The Computerized Payroll Administration and Processing course, offered by Magna Skills, will be delivered through a combination of hands-on practical exercises, demonstrations, case studies, and interactive lectures. Participants will have the opportunity to apply theoretical knowledge using computerized payroll software. Additionally, guest speakers with expertise in payroll administration and software utilization may be invited to share insights and practical experiences.

## Target Audience

Computerized Payroll Administration and Processing

## Key Course Benefits

### Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi
- Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexible

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training

support.

**Register / Apply Online** | **View Full Course Page**

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

| | |
|---|---|
| **Organisation / Department** | |
| **Delegate Name(s)** | |
| **Approved Course** | Computerized Payroll Administration and Processing |
| **Preferred Delivery Mode** | ☐ Online ☐ Face-to-Face ☐ Organisation-Based Training |
| **Preferred Training Venue /Date** | |
| **Estimated Number ofDelegates** | |
| **Budget / Vote Number** | |
| **Contact Person** | |
| **Email / Mobile** | |

Authorised Name _____ Signature / Stamp _____ Date _____