Tata Institute of Social Sciences- School of Vocational Education

Certificate in Payroll Management

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1. Introduction
In December 2011, Tata Institute of Social Sciences set up the **School of Vocational Education (SVE)** to provide immediate and definite interventions to improve the lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system, through appropriate vocational training programmes. It has been set up with a vision of creating an ecosystem that would bring back the dignity of labour for blue collar streams of work and create sustainable sources of income. This project has been initiated under the aegis of **All India Council for Technical Education** (**AICTE**) proposed by the **Ministry of HRD**, **Government of India**.

In addition to the B.Voc programs TISS: SVE will be conducting short term programs to cater to the skill enhancement requirements. These programs will focus on imparting and upgrading the skill and knowledge of individuals who are already part of the workforce. Thereby providing opportunities to individuals of enhance their employability and growth prospectus.

1.1 Key Features:

Introduction and Course Objectives:
One of the key functions of Human Resource Management is Compensation and Benefits. At the core of C & B is Payroll Management. Payroll Management factors the entire life cycle of an employee within the organisation. This commences from the day one of the employee in the organization to the last day in the organisation. Payroll management is considered as a "Must Have Hygiene Factor" within the organisation and hence it is important that organisations ensure an effective and efficient payroll process.

This program aims to provide the candidate the end to end understanding of the payroll process. This will result in providing to the industry candidates who will be subject matter experts and will be able to apply the principles of payroll management from day one of their employment in this role.

1.2. Eligibility for Admission

- Fresh Graduates
- Jr. working professional from accounts and HR function
- Graduates with 1 -2 years of work experience looking at career opportunities in payroll management.

1.3. Employability

This program will provide for employment opportunities to candidates in all big, medium and small firms.

2. Course Structure

The Advance Diploma in Payroll Management will be conducted over a period of 24 weeks and will cover 120 hours of classroom training and 30 hours of project work and testing. The sessions will be conducted twice a week. Each session will be of 3 hours.

3. Examination and Assessment

Students will be assessed on project work and a written examination that will be conducted at the end of the course

<u>**Syllabus for Certificate in Payroll Management**</u>

Introduction:

The gamut of Payroll management includes, pay (fixed and Variable), benefits (Stock options, insurance and other perks), Statutory compliance (Provident fund, income tax etc), Annual increments and Full and Final Settlement etc applicable to Indian nationals and expats. In addition to individual payments, the payroll management also plays a vital role in enabling the stakeholders take the appropriate business decisions. This is by means of analysing various reports that get generated through the payroll process.

Main Concepts:

1. Human Resource Management and overview
2. Compensation
3. Payroll Management
4. Statutory Compliances
5. Knowledge of Excel

Learning Objectives:

- Broad understanding of Human Resources as a function and it various sub-functions and its implication and connection with payroll processing.
- Set –up the payroll process with necessary checks and balances
- Applying the monthly payroll process with the use of payroll software
- Generate the returns for statutory compliances & assist in conduct of audits
- Create the various MIS reports
- Provide resolution to payroll related queries/issues

Course Content:

- Human Resources as a function and it various sub-functions and its implication and connection with payroll processing.
- Salary Components and salary fixation
- Employee and CTC master data
- Attendance and Processing cycle
- Statutory compliances (taxation, PF & ESIC)
- Labour Related Legislation Affecting Payroll

- Reimbursements
- Salary revisions
- Full and Final Settlement
- MIS, JV and other reports
- Pay sheet review process
- Basics of Excel
- Advance Excel
- Payroll software
- Managing Payroll Queries

Method of Teaching:
Classroom interactive session and Practical sessions

Method of Assessment & Weightage:
Assessment Tasks: Written Exam & project assignments
Weightage: 100%

Reading Lists & References

Essential Reading - Handouts
Suggested Reading –Payroll Best Practices – Steven Bragg