

CORE HR & PAYROLL ESSENTIALS FOR NON-HR MANAGERS TRAINING OUTLINE

TRAINING OVERVIEW

This capacity building training provides a practical introduction to core HR and payroll principles for non-HR professionals. It combines foundational HR knowledge with essential payroll understanding, enabling participants to confidently manage employees and support accurate payroll processes.

The programme is structured as follows:

- **Part 1:** HR fundamentals and employee management
- **Part 2:** Payroll essentials and compliance

TRAINING DURATION & DELIVERY MODE

- 1 day (09:00 – 16:00 per day)
- Face-to-face
- Online (Live virtual sessions)
- **Learning approach:** Practical and discussion-based

KEY TOPICS COVERED

- Core HR principles and employee lifecycle
- Recruitment, onboarding, and employee management basics
- Labour law fundamentals and compliance
- Employee earnings, deductions, and benefits
- Payroll processes and manager responsibilities
- Accurate payroll input and error prevention
- HR record-keeping and data management
- Secure handling of employee information

WHO SHOULD ATTEND?

This training is ideal for:

- HR professionals
- Finance & accounting professionals
- Line managers and supervisors
- Team leaders
- Finance managers
- Administrative staff involved in people management
- Business owners and entrepreneurs
- Anyone looking to strengthen their HR and payroll knowledge

DETAILED TRAINING OUTLINE

Part 1: HR Fundamentals & Employee Management

- Introduction to HR and the role of managers in people management
- Overview of the employee lifecycle (recruitment to exit)
- Recruitment and onboarding basics
- Understanding employment contracts and key terms
- Introduction to labour law principles
- Employee rights and employer obligations
- Managing working hours, leave, and attendance
- Employee performance and basic conduct management
- HR administration and record-keeping
- Maintaining accurate employee records
- Data confidentiality and secure handling of employee information

Part 2: Payroll Essentials & Manager Responsibilities

- Introduction to payroll and how it works
- Understanding employee earnings (salary, wages, allowances, benefits)
- Common payroll deductions (statutory and other deductions)
- Factors affecting employee pay
- Overview of the payroll process
- Role of managers in payroll input and accuracy
- Providing correct information for payroll (leave, overtime, changes)

- Importance of accurate and timely payroll submissions
- Common payroll errors and how to avoid them
- Payroll compliance and basic labour law considerations
- Practical scenarios and real-life examples
- Review and Q&A

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