

PAYROLL ADMINISTRATION TRAINING OUTLINE

TRAINING OVERVIEW

This practical payroll administration training provides participants with a solid foundation in payroll principles, Namibian labour legislation, and hands-on payroll processing. The programme combines theory and practical application, guiding participants through the full payroll cycle from system setup to compliant payroll reporting—using a payroll software in a real working environment.

The first two days focus on theoretical concepts and statutory requirements, while the remaining days are dedicated to practical payroll processing.

TRAINING DURATION & DELIVERY MODE

5 days (1 hour 30 minutes per day)

Face-to-face

Online (Live virtual sessions)

KEY TOPICS COVERED

- Introduction to Payroll & Namibian labour laws
- Understanding Payroll processing and statutory requirements
- Navigating the payroll system
- Company payroll setup
- Creating and managing employee records
- Monthly payroll processing
- Capturing earnings, deductions, and employee benefits
- Leave management and tracking
- Generating and distributing payslips
- Employee terminations and final pay calculations
- Payroll reporting and statutory compliance

WHO SHOULD ATTEND?

This training is ideal for:

- Business owners and entrepreneurs
- Finance or administrative staff
- Payroll administrators or officers
- Bookkeepers
- Human Resources (HR) officers
- Graduates or job seekers seeking practical payroll skills
- General Managers & Team leaders
- Anyone looking to strengthen their payroll administration knowledge

DETAILED TRAINING OUTLINE

Day 1: Introduction to Payroll Administration & Labour Legislation (Theory)

- Overview of payroll administration
- Roles and responsibilities of a payroll administrator
- Payroll terminology and key concepts
- Introduction to Namibian labour legislation affecting payroll
- Overview of statutory deductions and employer obligations
- Payroll compliance and record-keeping requirements

Day 2: Statutory Requirements & Payroll Principles (Theory)

- PAYE principles and tax considerations
- Social Security contributions (employee and employer)
- Leave legislation (annual leave, sick leave, maternity leave, public holidays)
- Overtime, allowances, benefits, and deductions
- Payroll risks, penalties, and compliance best practices
- Preparing for payroll processing

Day 3: Payroll System Navigation & Company Setup (Practical)

- Introduction to the payroll software interface
- Navigating the payroll system
- Setting up company payroll information
- Configuring pay frequencies and payroll periods
- Setting up statutory rules and deductions
- Payroll control settings and system best practices

Day 4: Employee Management & Monthly Payroll Processing (Practical)

- Creating and maintaining employee records
- Capturing earnings, deductions, and employee benefits
- Leave setup, management, and tracking
- Processing monthly payroll
- Payroll validation and error checking
- Generating and distributing payslips

Day 5: Terminations, Reporting & Compliance (Practical)

- Employee terminations and final pay calculations
- Handling resignations, dismissals, and contract end dates
- Generating payroll reports
- Statutory reporting and compliance checks
- Payroll reconciliation and audit readiness
- Practical review and real-life payroll scenarios

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