Payroll Configuration Basics in ERP Training Course

Professional Development Training Course Outline

Category	Enterprise Resource Planning (ERP)	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Payroll Configuration Basics in ERP Training Course is designed to equip HR and finance professionals with the essential skills to effectively manage payroll processes using modern Enterprise Resource Planning (ERP) systems. Payroll Configuration Basics in ERP Training Course focuses on practical applications, empowering participants to automate payroll operations, ensure compliance with statutory regulations, and enhance data accuracy. Leveraging real-world scenarios, participants will gain hands-on experience in configuring payroll components, understanding tax calculations, and streamlining employee compensation management.

In today’s fast-evolving digital workplace, efficient payroll management is critical for operational excellence and employee satisfaction. This training emphasizes high-demand skills, including ERP payroll automation, payroll reporting analytics, statutory compliance, and integration with HR and finance modules. Participants will acquire actionable insights to optimize payroll workflows, reduce errors, and support strategic decision-making, positioning themselves as payroll configuration experts in a competitive landscape.

Programme Curriculum

Payroll Configuration Basics in ERP Training Course

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Course Duration

5 days

Course Objectives

1. Understand the fundamentals of ERP Payroll Configuration
2. Configure organizational structures and payroll areas in ERP
3. Master payroll schema and rules setup for accurate salary calculation
4. Implement employee master data and wage types efficiently
5. Automate statutory deductions and compliance reporting
6. Integrate payroll with HR and finance modules for seamless operations
7. Generate payroll reports and analytics for management insights
8. Manage off-cycle payroll and retroactive accounting processes
9. Apply best practices in payroll auditing and reconciliation
10. Troubleshoot common payroll configuration issues effectively
11. Learn payroll automation using trending ERP tools
12. Enhance payroll security and data privacy compliance
13. Gain hands-on experience through real-world payroll case studies

Target Audience

1. HR Professionals
2. Payroll Executives
3. Finance and Accounting Staff
4. ERP Functional Consultants
5. HR Analysts
6. Payroll Administrators
7. HR Managers
8. IT Professionals supporting HR/Finance modules

Course Modules

Module 1: Introduction to Payroll in ERP

- Overview of Payroll processes in ERP systems
- Payroll organizational structures and areas
- Introduction to payroll schemas and rules
- Case Study: Setting up payroll for a mid-sized company
- Best practices for payroll configuration

Module 2: Employee Master Data Management

- Configuring employee profiles in ERP

- Assigning wage types and payroll areas
- Employee grouping and categorization
- Case Study: Migrating legacy employee data into ERP
- Tips for maintaining data accuracy and consistency

Module 3: Payroll Schemas & Rules Configuration

- Understanding payroll schemas and sub-schemas
- Creating and modifying calculation rules
- Managing deductions and allowances
- Case Study: Configuring payroll rules for variable pay
- Optimizing schema performance for large enterprises

Module 4: Wage Types & Compensation Elements

- Standard vs. custom wage types
- Configuring earnings, deductions, and bonuses
- Linking wage types with payroll rules
- Case Study: Designing a performance-linked bonus structure
- Tips for error-free payroll calculation

Module 5: Statutory Compliance & Deductions

- Setting up taxes and statutory deductions
- Compliance with local labor laws
- Automated tax calculations in ERP
- Case Study: Payroll compliance for multi-state employees
- Best practices in statutory reporting

Module 6: Payroll Integration with HR & Finance

- Linking payroll with HR and finance modules
- Automating journal entries and payroll postings
- Data synchronization techniques
- Case Study: Seamless payroll integration in ERP
- Troubleshooting integration challenges

Module 7: Payroll Reporting & Analytics

- Standard payroll reports and dashboards
- Custom report creation in ERP
- Payroll data analysis for strategic insights
- Case Study: Payroll reporting for executive management
- Using analytics for decision-making and forecasting

Module 8: Payroll Troubleshooting & Best Practices

- Common payroll errors and solutions
- Off-cycle payroll management
- Retroactive payroll adjustments
- Case Study: Resolving complex payroll discrepancies
- Best practices for audit readiness and process optimization

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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