

Payroll Processing with Excel

General Objectives

This Course aims to provide participants with the knowledge and skills that will allow them to correctly process wages.

Specific objectives

At the end of the course, students will be able to:

- Provide knowledge of the application of procedures regarding the definition of working hours that make it possible to coordinate your productivity at all times;
- Knowing concepts such as flexi-security and geographic and functional flexibility and mobility;
- Identify the various types of Employment Contracts, their Intervening and Procedures. (renewals, expiry and prior notices)
- Knowing the different forms of remuneration and remuneration, namely salary supplements.

Recipients

This Course is aimed at professionals involved and with responsibilities in terms of salary processing, namely,

- Persons responsible for the HR Department
- Managers, Managing Partners who have to make decisions in this area
- Administrative personnel in the HR/Personnel area who are in charge of processing salaries

Prerequisites

The pre-requisites needed to attend this course are:

- Have access to a computer or tablet with an Internet connection and a browser (program to browse the web), such as Chrome, Safari, Firefox or Internet Explorer.
- You can access the course from any computer (for example, at home and in the office), tablet or smartphone

Workload

30 Hours

Content Program

Module 0 – Presentation of Platform and Method of Use

Module I - Salary Processing Basics

- The difference between remuneration and remuneration and the new changes
- Cost allowances, allowance for failures, bonuses, productivity bonuses, distribution of results, profit sharing, performance appraisal bonuses

Module II - Types of Contracts

- Fixed and uncertain forward contracts
- Intermittent contract without term
- Amendments to the service provision contract
- Changes to the Part-Time Work Regime: constraints, workloads, reasons

Module III - Working Hours

- Flexible schedules, rotating schedules by shifts, time windows, undifferentiated schedules, work schedule scales;
- Flexibility of schedules according to own specificities - changes
- Bank of hours credit: concentrated schedules
- The group adaptability regime

Module IV - Calculation of Supplementary Benefits

- Justified absences with and without pay, unjustified absences, mutual agreement, vacation subsidy, unused vacation, Christmas subsidy, proportional, occasional and periodic variables, various bonuses, subsidy per shift, payment of night hours, prevention, interventions, **complements sickness, other fringe benefits**

Module V – Mobility

- Geographic mobility and transfer of personnel and functional mobility
- Possibility of greater staff turnover in companies

- Changes in terms of unadaptation to work, termination of the job and collective dismissal - prior notice

Module VI - Demonstration with Practical Cases and their Application through the Excel Tool and Computer Organization

Module VII - Support Form and Discussion with Participants

Methodology

This course always has the trainer present, who will even give face-to-face training through the platform.

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Presentations and exercises will always be made available by the trainer at the end of each training session.

At the end of the course, you will receive a Professional Training Certificate if you attend at least 90% of classes, complete the proposed assignments and tests, participate in online discussions and have a positive final assessment.

This training is certified and recognized