

## Staff Remuneration and Pension Funds

### **General Objectives**

This course aims to provide participants with the skills, methods and techniques necessary for effective remuneration management.

### **Specific Objectives**

At the end of this course participants should be able to:

- Define the different elements of remuneration under its legal and fiscal aspects;
- Calculate and pay social charges;
- Understand the legal, accounting and tax framework of pension funds.

### **Recipients**

This course is intended for all professionals involved in the management of remuneration and pension funds.

### **Duration:**

18 Hours

### **Content Program:**

#### **Module I - Remuneration**

- The legal context of remuneration;
- Remuneration and other benefits in kind;
- Basic pay and ancillary supplements;
- Gratuities, bonuses and allowances;
- Compensation payments;
- Allowances, bonuses, supplements, meal allowances, attendance vs. company regulations;
- Accruals related to vacations, vacation allowances and training.

## **Module II - The value of pay**

- Calculation of basic pay and hourly pay;
- Forms of calculation and criteria for granting exemption from working hours.

## **Module III - Tax and contributory incidence**

- IRS and Social Security;
- Exemptions;
- Compulsory company declarations;
- Income declaration, annual declaration and staff map.

## **Module IV - Pension Funds**

- Legal, accounting and tax framework
- Types of plans: defined contribution, defined benefit and mixed;
- Means of financing and methods of valuation of liabilities.