

The Labor Code and Wage Processing with Excel

General Objectives

This course aims to provide participants with the knowledge and skills that allow them to correctly carry out the salary processing of their company, according to the changes introduced with the new labor law, Law No. 93/2019, of September 4.

Specific Objectives

At the end of the course participants will know to:

- Enable knowledge of the application of procedures regarding the definition of working hours that enable the company to articulate itself at each moment in relation to its productivity;
- Know concepts such as flexi-security and flexibility and geographical and functional mobility;
- Identify the various types of employment contracts, their stakeholders and procedures (renewals, expiry and prior notices);
- Know the different forms of retribution and remuneration, including wage supplements;
- Recognize the existing Social Security System in Portugal and the obligations and rights of employers and employees;
- Perform correctly the salary processing of your company, using the Excel tool.
- Explore changes introduced with the new labor law, Law No. 93/2019, of September 4.

Recipients:

This course is intended for professionals involved and with responsibilities at the level of salary processing in their companies, namely:

- HR Department Heads;
- Managers, Managing Partners who have to make decisions in this area;
- HR/Personnel administrators who are in charge of salary processing;
- All those who wish to know the framework of the Social.

Pre-requisites

The pre-requisites required to attend this course are:

- Access to a computer or tablet with an internet connection and a web browser such as Chrome, Safari, Firefox or Internet Explorer.
- Access the course from any computer (e.g. home and office), tablet or smartphone.

Duration

40 Hours

Content Program

Module 0 - Platform Presentation and Method of Use

Module I - Basics of Wage Processing

- The difference between pay and remuneration and the new changes;
- Allowances, absence allowance, bonuses, productivity bonuses, distribution of results, profit sharing, performance appraisal bonuses.

Module II – Types of Contracts

- Fixed-term and open-ended contracts;
- Intermittent open-ended contract;
- Changes to the service contract;
- Changes to the Part-time Work Regime: constraints, workloads, grounds;
- Implications introduced with the new labor law, Law no. 93/2019, of September 4.

Module III - Working hours

- Flexible schedules, rotating shift schedules, time windows, undifferentiated schedules, working time scales;
- Flexible working hours according to specific circumstances – changes;
- Credit hours bank: concentrated working hours;
- The group adaptability regime;
- Communications to employees and relationship with the Working Conditions Authority;
- Changes introduced with the new labor law, Law no. 93/2019, of September 4.

Module IV - Calculation of Supplementary Benefits

- Justified absences with and without pay, unjustified absences, mutual agreement, vacation allowance, untaken vacations, Christmas allowance, proportional, occasional and periodic variables, various bonuses, IHT, shift allowance, payment of night hours, preventive measures, interventions, sickness supplements, other fringe benefits.

Module V - Mobility

- Geographical and relocation mobility of staff and functional mobility
- Possibility of greater staff turnover in companies
- Changes in the level of unsuitability for work, termination of employment and collective redundancy - prior notices

Module VI - Social support

- Early parenthood
- Sickness and long-term sickness benefit
- Implications for leave and payment of vacation and Christmas allowances
- Pre-natal allowance

Module VII - Demonstration with Case Studies and their Application through the Excel Tool and Computer Organization

Module VIII – Support Forms and Discussion with Participants

Methodology

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

The trainee can intervene together with the trainer or with the other trainees as he/she does in the classroom.

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

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

This training is certified and recognized.