

5-Day Training Programme – Table of Contents

Indian Payroll and Taxation – Payroll Processing, Statutory Compliance and Strategic Payroll Management

Target audience: Finance and Accounts Professionals | Focus: Payroll processing and compliance with strategic payroll management.

Day 1 – Indian Payroll Framework and Salary Structuring

- Overview of payroll management and payroll governance in India
- Payroll lifecycle: Employee onboarding to full-and-final settlement
- Roles of Finance, HR, Payroll, Tax and Compliance teams
- Employee master data, attendance, leave and payroll input controls
- Salary structure: Basic pay, DA, HRA, allowances, incentives, bonus and variable pay
- CTC, gross salary, taxable salary, deductions and net pay
- Employer contributions and employee benefit cost
- Reimbursements, perquisites and benefits-in-kind
- Payroll treatment of joining, resignation, termination, leave without pay and arrears
- Payroll calendar, cut-off controls and maker-checker framework
- Payroll accounting: Salary expense, employee liabilities and statutory liabilities
- Month-end payroll journal entries and general-ledger reconciliation
- Internal financial controls and payroll audit trail

Day 2 – Income Tax on Salary and TDS Compliance

- Income-tax framework applicable to salary income
- Salary taxation under the Income-tax Act, 1961 and applicable Finance Act provisions
- Old and new tax regimes: Payroll implications and employee declarations
- Computation of taxable salary and annual estimated tax liability
- Tax treatment of HRA, leave travel concession and prescribed allowances
- Taxability and valuation of perquisites
- Employer contributions to retirement funds and tax implications
- Tax treatment of bonus, incentives, arrears and advance salary
- Relief under section 89 and Form 10E overview
- Standard deduction and eligible deductions considered by employer, as applicable
- TDS under section 192: Estimation, deduction and adjustment during the year
- Evidence collection and investment/declaration controls
- Tax treatment on change of employment during the financial year

- TDS deposits, Form 24Q, Form 16 and reconciliation with payroll records
- TRACES, challan reconciliation and correction statements

Day 3 – Social Security and Labour-Linked Payroll Compliance

- Employees' Provident Funds and Miscellaneous Provisions Act, 1952: Payroll implications
- EPF, EPS and EDLI: Contribution structure and wage considerations
- UAN, employee enrolment and monthly EPF compliance process
- Employees' State Insurance Act, 1948: Coverage and contribution framework
- ESI wage considerations and monthly compliance
- Payment of Gratuity Act, 1972: Eligibility and gratuity computation
- Payment of Bonus Act, 1965: Applicability, eligibility and computation concepts
- Maternity Benefit Act, 1961: Payroll-related considerations
- Professional Tax: State-specific applicability and compliance overview
- Labour Welfare Fund: State-specific payroll implications
- Minimum wage and wage-payment considerations affecting payroll
- Code on Wages, 2019 and Code on Social Security, 2020: Strategic readiness and implementation implications subject to commencement/applicable rules
- Full-and-final settlement: Salary, leave encashment, gratuity, bonus, recoveries and notice pay
- Statutory compliance calendar and responsibility matrix

Day 4 – Payroll Operations, Accounting, Controls and Audit

- End-to-end monthly payroll processing workflow
- Input validation and payroll variance analysis
- Reconciliation of headcount, attendance, salary and bank-payment files
- Gross-to-net reconciliation
- Payroll-to-general-ledger reconciliation
- Reconciliation of TDS, EPF, ESI and other statutory deductions
- Accounting for salaries, bonus, incentives, leave encashment and employee benefits
- Ind AS 19 / AS 15 overview for employee benefit accounting
- Short-term, post-employment and other long-term employee benefits
- Gratuity and compensated-absence provisioning concepts
- Payroll provisions, accruals and year-end true-ups
- Internal controls over payroll and segregation of duties
- Fraud risks: Ghost employees, unauthorised changes and duplicate payments
- Payroll audit: Documents, evidence, sampling and exception reporting
- Payroll data privacy, access controls and retention considerations

Day 5 – Strategic Payroll Management, Governance and Compliance

- Payroll operating models: In-house, outsourced and hybrid arrangements
- Payroll governance framework and policy architecture
- Strategic payroll KPIs: Accuracy, timeliness, compliance and cost
- Payroll vendor selection, SLAs and performance monitoring
- Managing multi-state payroll and state-specific statutory variations
- Payroll compliance risk register and control framework
- Management of statutory inspections, notices and payroll audits
- Year-end payroll closure and tax compliance planning
- Employee communication on tax deductions and payroll adjustments
- Senior-management payroll, variable compensation and governance considerations
- Payroll cost analytics and workforce-cost reporting
- Budget versus actual payroll cost analysis
- Scenario planning for increments, bonus and workforce changes
- Payroll business continuity and disaster-recovery planning
- Strategic impact assessment of evolving labour-code implementation
- Designing a payroll compliance dashboard for Finance leadership