



# The Institute of Payroll Training and Management

(India's one of the most preferred Payroll Training Institute)

## PAYROLL TRAINING PROGRAMS

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Training Fee: **Rs. 8,500 /-**

Training Duration: **30 Days**

Certification : **After completion**

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### COURSE DESCRIPTION

This course covers the most important part of income tax acts, 1961 of India and other related laws those are directly and indirectly related to an employee's salary computation and saving. The main object of this course is to complementing theoretical education by practical training in payroll field.

### COURSE OBJECTIVE

- To enable the students to acquire sound technical skills in Payroll accountancy, provident fund and ESI schemes, Payroll auditing, Salary marking, income Tax deduction, save tax on Investment and educate to an organization people about tax deduction and saving schemes, financial management, corporate and labor laws, direct and indirect taxation, Information Technology and related subjects and fields.
- To train to provide theoretical education, practical training and computer training of the students undergoing payroll training course.
- Encouraging young talented students having aptitude for payroll accounting education to make an early entry to the profession.
- Creating employment in Payroll and Human resource department.
- To provide opportunities to work as payroll professional.
- Opportunity to acquire additional skill under graduate and post graduate.

# COURSE STRUCTURE & OUTLINE

Payroll training is structured into four parts. The basic structure of the Courses is as follows:-

PART A	PART B
OVERVIEW OF PAYROLL MANAGEMENT	PAYROLL PROCESSING AND REPORTS
The Role of Payroll Department in an Organization	Gather Payroll Inputs, Setup Employee's Information in Payroll System
Income Under The Head Salaries u/s 17(1) of Income Tax Act, 1961	Apply Compliances rule & Tax Rates and Determine Calculation & Deductions
Salary Components in terms of Fixed and Variable	Verification and Payroll Checking Step by Step
Claim and Reimbursement Management	Salary Register, Pay Slips, Bank Transfer and MIS
Attendance Management System and Resignation (Full and Final) of Exits	Prepare Statutory Reports PF, ESI, PT, ESI and TDS Form 24, Form 16 etc.

PART C	PART D
TAX SAVING - DEDUCTIONS AND EXEMPTIONS	STATUTORY COMPLIANCES AND THEIR COMPUTATION
Deductions (u/s 80C - u/s 80U) of Chapter VI-A of Income Tax Act, 1961	Employee Provided Fund
Validation or Examination of Investment Proofs and Reimbursement Claims	Employee State Insurance
LTA, HRA, Leave Encashment and Gratuity Exemption Calculations	Professional Tax
Deduction of Entertainment Allowance and Professional Tax	Labor Welfare Fund
Deduction of Interest on Housing Loan u/s 24(b) of Income Tax Act, 1961	Tax Deduction at Source

## WHO CAN JOIN

Job seekers looking to find employment in Payroll and Human resource department. Employees those are working in Payroll Department and HR generally wanting to improve their skill set makes their Resume or CV stronger. Existing employees looking for better role can prove their employers the value of their skills through this training.

## WHY PAYROLL TRAINING COURSE

Earning IPTM Payroll Training course can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advance skills, and result in higher earning potential. It is also well suited for those who are working and would like to take training for further career progression.

## COURSE RESOURCES

Reading Material:

Blackboard:

Documentaries:

Academic Support Center:

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## INSTITUTE LOCATION

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### **IPTM : The Institute of Payroll Training and Management**

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# ABOUT THE INSTITUTE

The Institute of Payroll Training and Management popular as IPTM was established in 2007, keeping in mind, to provide professional education, skill development and training for Payroll Processing & Statutory Compliances take in undertaking associated to salary components and shall help to students and working people to be certified, competitive and knowledgeable in their area of perform.

To be a top ranking Payroll Institute of choice for students, staff and corporate, recognized for excellence in Payroll Training.

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## Institute highlights and achievement

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- ❖ India's most preferred Institute of students & working professionals even corporate and brilliant experience of long journey from February 2007.
- ❖ Classroom learning provides structure and motivation.
- ❖ Develop a common payroll language that will optimize efficiencies, avoid costly mistakes, and save money.
- ❖ Ideal for payroll practitioners and those supporting the payroll industry.
- ❖ Providing keep up-to-date knowledge base for experienced payroll professionals.
- ❖ Providing the knowledge and skills required for advance payroll processing.
- ❖ Take advantage of significant volume discounts to maximize your raining budget when purchasing IPTM Payroll software or Fundamentals of Payroll materials for your group or companies.

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