

Course includes latest amendments made through Finance Act 2015

PAYROLL

WEEKLY TIME SHEET

UNFOLDING COMPLEXITIES OF PAYROLL WITH IMPORTANT FEDERAL AND PROVINCIAL EMPLOYMENT LAWS

🕒 9:00 – 5:30

📍 17 January 2017 Royal Palm Lahore
19 January 2017 Movenpick Hotel Karachi



Rs 18,500/-
(includes lunch, tea, notes, certificate and professional networking)

Course Overview

One of the most important tasks in running a business is completing payroll. Employees need to be able to rely on being paid on a consistent basis without delays. Payroll plays an important role in the company for several reasons because it keeps the records of the employee salary, bonuses, and increments, etc. Payroll affects every aspect of a business from the morale of employees to the financial stability of the company.

Payroll's work needs the management. Payroll's management includes the payroll accounting and payroll administration. The payroll accounting work is to calculate the earnings of the employees, and the payroll administration deals with managing employee personnel and payroll information. This course is especially designed to cater the professional needs of persons involved in the preparation of payroll.

In collaboration with a local institute, we have trained large numbers of employees of prestigious organization such as; MAERSK, PAF, SSGC, KESC, BP Pakistan, HUBCO, Zorlu Energy, TNB Liberty Power, ICI Pakistan, BOC Pakistan, Shell Pakistan, WAPDA, University of Karachi, Agha University Hospital, Hamdard University, Pakistan Tobacco Company, Makro, PEMRA, Philips Pakistan, Mitsubishi Corporation, TRG, State Bank of Pakistan, State Life Insurance, NAFA Fund, Arif Habib Ltd., MCB Bank Ltd, IGI Investment Bank, Dubai Islamic Bank, First Women Bank, Pemcon, Shield Corporation, Castrol Pakistan, SGS Pakistan, Askari Cement Ltd, Orient Advertising, etc

Who should attend?

Business owners, CFOs, Finance and accounting managers, tax managers, auditors, accountants, HR / IR Professional, Consultants and advisors, Admin managers, Factory Managers, Compensation and Benefits Professionals, Compliance managers and all those involved in the preparation of payroll.

Course Materials

Participants will receive comprehensive course notes and material for future reference. There will also be pre-course reading materials emailed to you before the start of the

Course Methodology

A combination of presentation of general principles, illustrations and discussion.

Course Content

1. Salary, Wages, Laws, Workings hours etc

- 1.1 What is Payroll?
- 1.2 Responsibility of Payroll Preparation
- 1.3 Types of workman
- 1.4 Salary
- 1.5 Components of Salary:
 - a. Basic Salary
 - b. Allowances
- 1.6 Perquisites
- 1.7 Wages
- 1.8 Breakup and Calculation of Gross Pay
- 1.9 Different laws for Employees and workers
- 1.10 Minimum Wage
- 1.11 Working Hours
- 1.12 Holidays
- 1.13 Wage Period and time for payment of wages

2. Fringe Benefits, Compensation

- 2.1 Sick leave and Casual leave
- 2.2 Annual Leave
- 2.3 Group Insurance
- 2.4 Medical facility
- 2.5 Provident Fund
- 2.6 Gratuity
- 2.7 EOBI
- 2.8 ESSI
- 2.9 Bonus
- 2.10 Overtime
- 2.11 Workers Welfare Fund
- 2.12 Workers Profit Participation Fund

3. Salary Taxation

- 3.1 What is Tax
- 3.2 Taxable and Exempt Salary
- 3.3 Tax rates
- 3.4 Tax Credits
- 3.5 Tax Adjustments
- 3.6 Tax Reductions
- 3.7 Withholding Tax payments and Penalty for Non-deduction
- 3.8 Monthly / Annual Reporting of Tax Deductions and Penalty for Non-Reporting
- 3.9 Employee withholding Tax Certificate
- 3.10 Tax calculations
- 3.11 Final settlement

4. Payroll Management

- 4.1 Payroll Procedures
- 4.2 Manual Check Policy
- 4.3 Recording of Payroll expense
- 4.4 Record Retention
- 4.5 Payments to Employees
- 4.6 Preparing For Year End

Course Facilitator

Syed Amir Inam is a seasoned corporate trainer and consultant having more than twenty years of diversified industry experience. He is MBA (Finance), AITM, CFC. His core area of expertise includes business consulting, accounting and financial reporting, internal control, financial management, direct and indirect taxes and corporate affairs. He has conducted numerous workshops and trainings in Karachi, Lahore and Islamabad on direct and indirect taxes, analysis of financial statements, project financial modeling, Corporate Law and secretarial practice etc. Currently he is providing consultancy of taxation, financial reporting and analysis, corporate advisory and business consulting. Previously he was associated with Omega group of companies as Chief Accountant for ten years and besides having responsibilities of financial reporting, accounting and compliance he was also engaged in making financial projections and analysis of various power projects. He is member of Pakistan Institute of Management and Tax Bar Association and also an approved trainer of National Productivity Organization (NPO), Government of Pakistan.



Unfolding Complexities Of Payroll

Workshop By Spark Training On 9 March 2016 Movenpick Hotel Karachi



Withholding Tax

Workshop by Quickbiz On 10 March 2016 At Movenpick Hotel Karachi



For registration(s) send us your Participants Name,
Designation email, address & cell numbers
Also please provide us organization's NTN #

register@quickbizgroup.com

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Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email. For Cancellation made in the 05 working days to the workshop, no refunds will be given.