

Catalogue de : Paie et administration du personnel

Sommaire

- 1 - Les bases de la paie
- 2 - Paie et charges sociales - Niveau 1
- 3 - Paie et charges sociales - Niveau 2
- 4 - Paie et charges sociales - Niveau 3
- 5 - Maîtriser les dispositions en matière de durée du travail
- 6 - Maîtriser les obligations en matière de congés payés
- 7 - Travail à temps partiel, les nouvelles règles
- 8 - Forfaits jours, mise en place et fonctionnement
- 9 - Gérer efficacement un dossier prud'homal
- 10 - Bien gérer ses déclarations sociales
- 11 - Paie et cotisations sociales, établir ses bulletins de salaire
- 12 - Paie et cotisations sociales, expertise
- 13 - CIEL Paye, prise en main
- 14 - CIEL Paye, perfectionnement
- 15 - Gestion administrative des accidents de travail

Payroll Basics



PAP-1 2 Days (14 Hours)

Description

Payroll calculation mechanisms, even 'simple' pay, require technical expertise that is essential to obtaining a fair pay result. Thanks to progressive teaching, people who are new to this position or wish to discover the basic principles will be able, after this training, to understand a pay slip and/or carry out simple payroll.

Who is this training for ?

For whom

Beginner payroll manager; HR Assistant; Accountant, IT specialist, anyone wishing to decipher the pay slip.

Prerequisites

None.

Training objectives

- Understand the structure of a pay slip.
- Identify the main elements of gross salary.
- Prepare simple pay slips.

Programme:

- I. Concepts de base
- II. Le cadre légal
- III. Processus de la paie
- IV. Calcul de la paie
- V. Documents de référence

Payroll and social charges - Level 1



PAP-2 3 Days (21 Hours)

Description

Even though payroll systems are becoming more and more reliable, it is fundamental that payroll managers understand and decipher all payroll mechanisms. Payroll news, which is increasingly rich, particularly in terms of social charges and the implementation of the DSN directly opening rights to employees, requires the implementation of increased skills. Especially since these subjects are likely to be the subject of controls and potential adjustments in the event of a URSSAF control. To carry out their mission, payroll managers must master the practice of texts, the techniques for calculating social charges and validate the payroll process with the objective of the DSN, its final stage. This training provides payroll managers with all the tools to make payroll more reliable.

Who is this training for ?

For whom

Payroll Assistant/Manager. External service provider to businesses (accounting firms, software publishers, etc.).

Prerequisites

None.

Training objectives

- Identify and calculate the main elements that can impact gross salary: bonuses, absences, paid leave, etc.
- Calculate social contributions.
- Establish all employee pay (excluding reinstatement of IJSS).
- Understand the bases of withholding tax (PAS) .

Programme:

- Avant le présentiel
- Identifier les différentes rubriques du bulletin de paie
- Répertorier les différentes composantes de la rémunération
- Établir un bulletin de paie et calculer les cotisations sociales obligatoires
- Gérer les absences en paie

Image not found type unknown

Image not found type unknown

Image not found type unknown

Image not found type unknown

Image not found type unknown

- Établir un bulletin de paie de solde de tout compte
- Après le présentiel - Mise en œuvre en situation de travail

Payroll and social charges - Level 2



PAP-16 3 Days (21 Hours)

Description

Even though payroll systems are becoming more and more reliable, it is fundamental that payroll managers and managers understand and decipher all payroll mechanisms. Payroll news has become increasingly rich in recent years, particularly in terms of social charges. So many subjects likely to be the subject of controls and potential adjustments in the event of a URSSAF control. To carry out their mission, payroll managers and managers must master the practice of texts, the techniques for calculating social charges and validate the payroll process. This is the objective of this advanced training.

Who is this training for ?

For whom

Payroll manager and manager. External service provider to businesses (accounting firms, software publishers, etc.).

Prerequisites

Participants are invited to bring pay slips from their company and their collective agreement.

Training objectives

- Know the legal foundations of payroll and thus take a step back from its practices.
- Master complex techniques: net guarantee, progressive regularization of ceilings, reductions in contributions...
- Validate declarations and payment of contributions in the context of the DSN.

Programme:

- Avant le présentiel
- Calculer les charges sociales (patronales et salariales) et le prélèvement à la source (PAS)
- Rémunérer les temps de travail et leurs aménagements
- Maîtriser les mécanismes particuliers des absences sécurité sociale
- Régulariser progressivement les bases de cotisations

- Calculer la dernière paie
- Valider la DSN et le paiement des charges
- Après le présentiel - Mise en œuvre en situation de travail

Payroll and social charges - Level 3



PAP-4 2 Days (14 Hours)

Description

The primary mission of the payroll manager or manager is to guarantee the reliability of payroll, even the most complex. He must also calculate contributions as accurately as possible. But he can go further and propose cost saving possibilities to his HR department. It reinforces its added value and thus proves its expertise. This is precisely what this training offers.

Who is this training for ?

For whom

Corporate payroll manager and manager. External service provider to companies (payroll software publishers, accounting firms).

Prerequisites

- Have followed ["Payroll and social charges - Level 2"](#) (ref. 1441) or have good payroll practice .

Training objectives

- Master the calculation of social charges and identify possible savings.
- Process complex payrolls.
- Making the last paycheck more reliable.

Programme:

- Réaliser la paie des contrats particuliers
- Gérer des cas complexes de paie
- Maîtriser et optimiser certaines cotisations
- Garantir la fiabilité des soldes de tout compte complexes

Master the provisions regarding working hours



PAP-5 1 Days (7 Hours)

Description

This course will present to you the mandatory provisions governing working hours, overtime and fixed rates. He will show you how to take them into account and best apply them according to the specificities of your business.

Who is this training for ?

For whom

Human Resources managers, Human Resources assistants, accountants and more generally any employee responsible for personnel management.

Prerequisites

Aucune

Training objectives

- Master the basic rules of working hours in a company
- Understand the concepts of actual working time and fixed price
- Count and process additional and overtime hours
- Master the rules for arranging working time

Programme:

- Les règles d'ordre public
- La notion de travail effectif
- Le décompte et le traitement des heures supplémentaires
- L'aménagement du temps de travail et l'instauration d'un forfait

Mastering paid leave obligations



PAP-6 1 Days (7 Hours)

Description

This training will provide you with essential knowledge regarding companies' obligations regarding paid leave, particularly with regard to the new provisions. It will also allow you to identify the rights and obligations of the company regarding specific leave for its employees.

Who is this training for ?

For whom

Human Resources Managers, Human Resources Assistants, accountants and more generally anyone responsible for personnel management.

Prerequisites

Aucune

Training objectives

Programme:

- Les congés payés
- Les congés liés à la parentalité
- Les congés liés à la vie familiale
- Les congés pour réaliser un projet

Part-time work, the new rules



PAP-7 1 Days (7 Hours)

Description

This training will allow you, over one day, to update your knowledge in order to master the legal provisions of the law of June 14, 2013. You will thus be able to anticipate the entry into force of the new obligations for existing staff and draft in compliance your contracts and amendments.

Who is this training for ?

For whom

Human resources managers, HR assistants, managers of SMEs, subsidiaries, Business Units, etc.

Prerequisites

Aucune

Training objectives

- Master the legal framework of part-time work Anticipate the implementation of the law of June 14, 2013

Programme:

- Rappel du cadre juridique entourant la mise en place du temps partiel
- Obligation d'une durée minimale de 24 heures de travail par semaine
- Conditions d'application des nouvelles obligations aux contrats en cours
- Les autres modifications légales

Day packages, set-up and operation



PAP-16 1 Days (7 Hours)

Description

This training will allow you to set up or check the conformity of the day packages existing in the company, to secure your practices and to organize appropriate monitoring of employees.

Who is this training for ?

For whom

- HR Manager/Manager
- Social relations manager
- Lawyer

Prerequisites

- Have knowledge of labor law.

Training objectives

- Identify the conditions for implementing “day packages”
- Control working hours to comply with the rules in force
- Limit the risks linked to improper use of day passes

Programme:

- Introduction
- Mettre en place les forfaits jours collectivement et individuellement
- Vérifier l'éligibilité des profils
- Contrôler les temps de travail et de repos
- La responsabilité de la régulation de la charge de travail
- Conclusion

Effectively manage a labor tribunal case



PAP-9 1 Days (7 Hours)

Description

This internship will allow you to understand the general operating rules of the Industrial Tribunal. He will show you how to put together a labor tribunal case, develop a well-constructed, solid argument, and use the possible avenues of appeal.

Who is this training for ?

For whom

Human Resources Directors, Human Resources managers, SME managers, HR or management assistants and more generally any person responsible for personnel management.

Prerequisites

Aucune

Training objectives

Programme:

- Le conseil des Prud'hommes
- La procédure devant le Conseil des Prud'hommes
- La préparation du dossier prud'homal
- Le jugement et les voies de recours

Manage your social declarations well



PAP-10 2 Days (14 Hours)

Description

Understand the importance of social declarations and respecting filing dates in order to protect yourself from any risk of litigation. Master the operation of the different social security slips and their declarations.

Who is this training for ?

For whom

This course is aimed at members of payroll services, sole accountants of SMEs, business leaders wishing to produce or supervise the various social declarations.

Prerequisites

Aucune

Training objectives

- Determine social charges on salaries
- Respect the clauses of the various declarations
- Protect yourself against any risk of litigation
- Manage social control

Programme:

- Déterminer les charges sociales sur les salaires
- Le régime social et fiscal de certains éléments du salaire
- Déterminer les bases de cotisation
- Les allègements de charges
- Déclarations sociales
- Déclarations annuelles
- Procédure de contrôle URSSAF

Payroll and social security contributions, prepare your pay slips



PAP-11 3 Days (21 Hours)

Description

Mandatory and optional information, legal form and essential knowledge of labor law for the preparation of pay slips. Using Excel, calculation of working hours and absences, social security contributions. Issuance of the balance of any account, delivery of certificates and attestations of departure.

Who is this training for ?

For whom

Members of payroll services, SME accountants, business managers wishing to produce a pay slip or supervise it.

Prerequisites

Aucune

Training objectives

- Distinguish the elements of remuneration to calculate salaries
- Produce the pay slip based on working time and absences
- Determine social security contributions and their impact on pay
- Calculate compensation upon departure and the balance of any account .

Programme:

- Le bulletin de paie : présentation
- Les différents éléments de rémunération
- Temps de travail et bulletin de paie
- Comptabiliser les absences
- Les cotisations sociales
- La dernière paie et le solde de tout compte
- Elaboration d'une fiche de paie

Payroll and social security contributions, expertise



PAP-12 2 Days (14 Hours)

Description

This training will allow you to go further in the practice of payroll. It will show you how to deal with complex social obligations, resolve difficulties and effectively deal with special cases of payroll processing (contributions, contracts, work stoppages, retirement, etc.).

Who is this training for ?

For whom

Experienced payroll managers and managers in companies or firms.

Prerequisites

Aucune

Training objectives

Programme:

- Les retenues sur salaire : éviter les retenues illicites
- Les arrêts de travail
- Les spécificités des contrats particuliers
- Le calcul des cotisations sociales
- Le calcul de la dernière paie et rupture du contrat de travail
- La paie en cas de départ en retraite

CIEL Pay, getting started



PAP-13 2 Days (14 Hours)

Description

This very practical training will allow you to carry out the main payroll management operations with the CIEL Paye Evolution software for Windows. You will learn how to configure the different basic elements and how to create and edit a pay slip.

Who is this training for ?

For whom

Managers and employees of an HR department in charge of payroll and required to use the CIEL Paye software (Windows).

Prerequisites

Aucune

Training objectives

- Master the main basic functionalities of the software
- Know how to configure payroll elements
- Produce and edit a pay slip in its entirety
- Carry out closings using in particular the edition of monthly reports
- Save and restore a file

Programme:

- Découvrir le logiciel CIEL Paye Evolution
- Créer et paramétrer le dossier de l'entreprise
- Enregistrer les éléments de base
- Créer une fiche salarié
- Réaliser une paie d'un salarié non-cadre
- Gérer les clôtures
- Sauvegarder un dossier

CIEL Pay, professional development



PAP-14 2 Days (14 Hours)

Description

This very practical training will allow you to master the advanced features of the CIEL Paye Evolution software for Windows. You will learn in particular how to create a pay slip for a managerial employee, how to make advanced settings and also how to manage transfers.

Who is this training for ?

For whom

Managers and employees of an HR department in charge of payroll and using CIEL Paye software.

Prerequisites

Aucune

Training objectives

- Master the advanced functionalities of the software
- Produce a pay slip for a managerial employee
- Know how to export pay elements to other software

Programme:

- Connaître les fonctions avancées de CIEL Paye
- Réaliser une paie d'un salarié cadre.
- Maîtriser les fonctionnalités avancées de CIEL Paye
- Gérer les virements
- Connaître les particularités de gestion de certains secteurs d'activités

Administrative management of work accidents



PAP-16 2 Days (14 Hours)



Description

The management of workplace accidents involves significant financial risks and requires a detailed analysis of the constituent elements of the files. This training allows participants to update and secure their practices, in accordance with the requirements of the latest texts. The very comprehensive "Workplace Accidents (AT): effectively manage files and reduce costs" training allows you to rationalize the administrative management of work accident files in order to have the reading keys to optimize the AT-MP contribution rate .

Who is this training for ?

For whom

HRD - HR managers - Security and prevention managers - Non-specialist lawyers

Prerequisites

None

Training objectives

- Know the legal framework of WORKPLACE ACCIDENT INSURANCE, Understand the principles of employer liability, Establish the SUBSCRIPTION correctly and efficiently Negotiate premiums with insurers under the best conditions, Develop policies with advantages (profit sharing, granting of the pharmacy box, etc
-), CLAIM PROCESSING for support and compensation for victims (employees of the organization) under the best conditions and deadlines
- Manage so-called "claims" files with insurers until they are resolved while avoiding: Rejects, Oppositions of inadmissibility for PRESCRIPTION, FORFEITURE, FORECLUSION, etc
- WARRANTY EXCLUSIONS, Problems with medical expertise, legal expertise, counter-expertise, third-party expertise, etc
- And LITIGATION before the courts

Programme:

- Distinguer accident du travail, accident de mission et accident de trajet
- Apprécier le caractère professionnel d'un accident
- Définir l'enjeu financier
- Gérer les cas particuliers
- Réaliser le suivi de l'AT
- Comment agir au moment de l'événement ?
- Contester l'origine professionnelle de l'accident
- Reclasser le salarié en cas d'inaptitude suite à un accident du travail
- Faute inexcusable et risque pénal de l'employeur