

The essentials of payroll for HR and HR



PL-28 3 Days (21 Hours)

Description

You are a HR manager or RRH, more of a generalist in the HR function, you want to acquire the essential basics in terms of payroll rules to better understand the work of your employees and be able to supervise them. This is the objective of this training. Furthermore, concerned about the quality of the services provided by your payroll department and with the implementation of the DSN, you want to suggest that it implement rigorous controls in order to improve its performance and reliability.

Who is this training for ?

For whom

HR manager, HR manager. Administrative and financial director supervising the payroll department, without going into daily payroll technique.

Prerequisites

None.

Training objectives

- Understand the essential payroll rules in order to better communicate with the payroll department, prevent risks and propose effective methods to optimize the performance of your payroll department

Training program

Avant le présentiel

- A self-diagnosis.

Connaître le cadre légal des règles de paie

- Remuneration elements subject to social security contributions (difference of benefits in kind and professional expenses).
- Pay overtime and additional hours.

Fiabiliser le calcul des charges sociales

- The contribution bases: Urssaf (including CSG/RDS and Social package); Unemployment insurance; Retirement; provident insurance.
- The regularization of the contribution bases.
- Reductions in charges.
- Withholding tax.

Contrôler l'application de principes particuliers

- Paid leave and tenth.
- Medical absence (including guaranteed net income).
- Tax and social security regime for severance pay.

Valider la qualité du processus paie

- Know the DSN and its challenges.
- Making your payroll reliable (control tools, payroll bible, dashboards, payroll service performance indicators).

Se préparer à un contrôle URSSAF

- The most frequently resolved points, the procedure, the possibilities for appeal.

Après le présentiel, mise en œuvre en situation de travail

- One challenge per week for 7 weeks.