

## Payroll in the public sector



SP-51 2 Days (14 Hours)

### Description

Payroll management in the public sector may be faced with various situations that require special attention. This training aims to help participants develop a complete payroll system, including the elements necessary for creating pay slips. It also addresses the latest legal and regulatory developments linked to the transformation of the civil service.

### Who is this training for ?

#### For whom

HR, HR in the public sector. Director or personnel manager in the public sector. Payroll manager or manager in the public sector.

#### Prerequisites

None.

### Training objectives

- Control payroll in the public sector.
- Identify different situations and their impacts on payroll.
- prepare pay slips.

### Training program

#### La fonction publique et les agents de l'administration

- The general status of the civil service and the founding texts.
- The 3 sides of the civil service: State, local authorities and Public Health.
- Mixity of the statuses of public agents: incumbents and contractual employees under public and private law.

#### Les acteurs de la paie

- Institutional actors: the DGAFP, the Ministry of the Economy and the CISIRH.
- Authorizing officers and public accountants.
- HR actors: HR managers: proximity, statutory and financial.

#### Le fondement du droit au traitement, les grands principes de la rémunération

- The legal basis of remuneration and its recent codification.
- The main principles: the rule of service, the thirtieth indivisible.

#### Le formalisme de la paie, le circuit de la paie et le calendrier de la paie

- The different sections of the pay slip: header, detail, title block, reminder statement.
- The dematerialization of the pay slip: setting it up of ENSAP.
- Calendar constraints: gest 1 and gest 2.

#### Les éléments positifs : rémunération principale et complémentaire

- The index salary, the NBI, the residence allowance and the family salary supplement.
- The different compensation schemes: IHTS, degressive compensation, GIPA, IC-CSG, monetization of C.E.T days, benefits in kind.
- The RIFSEEP.

#### Les éléments négatifs : contributions et cotisations sociales

- Old-age insurance contributions: basic pension.
- Old-age insurance contributions: supplementary pension.
- Mandatory contributions: CSG and CRDS .

#### Les variations de la rémunération : situation des agents en arrêt de travail

- The deduction for deficiency in the event of work stoppage.
- The impact of sick leave on remuneration: long-term sick leave (CLM) and long-term leave (CLD).