



OmniLearn

2025

HR Payroll Specialist Curriculum



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www.theomnilearn.com



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Our Company

- ❖ **Global Excellence**

Leading digital career enhancement across the globe.

- ❖ **Rigorous Training**

Dive into our programs for comprehensive and customised training, personalised project support and career counselling.

- ❖ **Empowering Millions**

Transforming lives with practical knowledge for professional success.

- ❖ **Globally Recognized Expertise**

Join us for industry-recognized excellence in the digital era.

Course Description

Become proficient in managing payroll systems with our HR Payroll Specialist course. Learn how to handle payroll processing, tax compliance, salary calculations, and benefits administration. Gain the skills to navigate legal requirements, use payroll software efficiently, and resolve payroll discrepancies. This course equips you with the expertise to ensure accurate and timely compensation while staying compliant with regulations.

Key Points Learned

- Learn the fundamentals of payroll processing, including salary calculations, deductions, tax compliance, and benefits administration, to ensure accurate and timely employee compensation.
- Gain a deep understanding of payroll tax laws, statutory deductions, and reporting requirements to ensure your organization remains compliant with local, state, and federal regulations.
- Master the use of popular payroll software and tools to efficiently process payroll, generate reports, and manage employee data with ease.
- Develop the skills to manage payroll for different employment types, including full-time, part-time, freelance, and contract employees, as well as handling overtime, bonuses, and commissions.
- Learn how to troubleshoot payroll discrepancies, address employee queries, and generate accurate payroll reports for management and auditing purposes.

Course Curriculum

- **Payroll Fundamentals:** Understand the basics of payroll processing, including calculations and compliance requirements.
- **Payroll Systems and Software:** Gain proficiency in using industry-standard payroll software and systems.
- **Taxation and Compliance:** Learn about tax regulations, deductions, and compliance with labor laws.
- **Compensation and Benefits:** Explore the design and management of compensation structures and benefits programs.
- **HR and Payroll Integration:** Understand how payroll functions integrate with broader HR processes.
- **Reporting and Analytics:** Develop skills in generating and analyzing payroll reports for strategic decision-making.



Career Benefits

- Acquire specialized skills in payroll management, increasing job opportunities in HR departments.
- Omnilearn's certification demonstrates a commitment to professional development and expertise in payroll functions.
- Professionals with specialized payroll skills often command higher salaries due to their expertise.
- Omnilearn's courses are recognized by leading organizations, adding credibility to your resume.
- The program prepares you for roles such as Payroll Manager, Compensation Analyst, and HR Specialist.


Omnilearn Advantage

Unlocked

- Tailored course material to suit the learner's experience and knowledge level.
- Real-world projects to apply concepts and enhance learning.
- Access to downloadable resources for future reference.
- Practice exams that mimic real test conditions to boost exam readiness.
- Industry-recognized certificate awarded upon program completion.
- Round-the-clock support for all learner inquiries.
- Year-long access to recorded lessons for review and learning at your convenience.

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