1. Course Details:

Course Code : FANT-001
Course Title : Preparation and Analysis of Salaries and Financial Benefits for Employees
Course Duration : 5 Days

2. Course Overview

- The cost of employees in terms of salaries and other benefits is among the largest costs in any company besides the cost of goods sold (cost of sales) and rent and consumption. This course begins with an introduction to human resources, accounting, finance and salaries The preparation and calculation of salaries, which include the necessary controls and things to be verified in advance, will be taken to ensure that the data is used correctly This course also promotes knowledge of the appropriate controls and procedures for the flow of work to achieve better efficiency in the department
- The employee benefits and their impact on the institution will be discussed and how to analyze the salaries and benefits using Excel program, in addition to discussing accounting and internal and external auditing and their relationship with human resources, salaries and data that may be requested

3. Learning Outcomes:

- Understand the functions of human resources, accounting and finance and how to contribute to its success
- Preparation of monthly salaries and review accurately
- Staff returns and their loans and their holidays and reward the end of their service is calculated
- Matching payroll and auditing in supporting documents for payment
- Preparing monthly and annual salary budgets

4. Course Contents:

The importance of the salaries department as a link:

- Introduction to Human Resources Function
- Employment&retain staff
- Introduction to Accounting and Finance
- Financial and administrative decisions
- Payroll section as a link
- The objectives of the Department of salaries
- Controls section of salaries
- Policies and procedures of the Department of salaries

Preparation and calculation of salaries:

- Determine the correct controls in the payroll section
- Determine the correct calculation basis
- The risks that lead to the occurrence of errors in salaries
- Increases and discounts
- Approvals on salaries
- Fraud in the payroll department
- Prepare the payroll

Loans and bonuses Employees:

- Characteristics of loans and salary advances
- Control of obtaining loans and rewards
- Preparation of loan reports
- Compensate for the end of the actual cumulative service
- Prepare reward reports

The role of accounting and auditing departments:

- Recording salaries and payroll expenses payable
- The registration of the costs of salaries owed on the assets and inventory
- Salary settlement with employee accounts
- Reconcile payments and bank account
- Introduction of internal and external audit
- Auditing payroll

Preparation balancing salaries:

- Introduction to the budget
- The preparation of the budget for the Department of salaries
- Prepare the annual budget for salaries and contributions for the entire company

Statement of salaries and contributions:

- Reports on salaries
- Salary Protection System
- Ministry of Labor
- Social Insurance
- General Organization for Social Insurance in Saudi Arabia (GOSI)

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study
- Live delivery method, instructor-led training
- Experienced consultant, trainers, and professional
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Employees, accountants, accountants, supervisors
- Payroll managers
- HR specialists interested in understanding and applying best practices related to payroll department management