



Payroll Management



Description

Payroll management is an important aspect of employee administration. Embodying the relationship between employer and employee, the payslip is a recurring document required to meet certain rules. Salary, consideration for the work performed by the employee, is a business cost that must be accounted for. Payroll management also ensures monitoring of employee and employer taxes on wages.

Target audience

All payroll managers who must implement legislative requirements and who wish to better respond to the needs of the evolving workplace.

Course plan

Day 1

Employment standards - earnings, allowances and reimbursement of expenses - employee benefit plans - mandatory deductions - income tax - CPP/QPP - Employment Insurance - Record of Employment - employer pension plans - Medicare plans - garnishment, support measures and termination pay - compensation for injured workers - unions - payroll accounting - cross-border payroll - computerized payroll systems - payroll planning and savings - special cases - keeping payroll records.

1. Payroll: objectives, responsibilities, structure and processes

This section defines the main aspects of the payroll function and the interested parties. It also provides a deeper analysis of payroll and includes a list of the required activities, calendars, formulas and procedures. The processes to close a payroll are also discussed.

2. Federal forms

This section deals with the main federal forms as well as payroll withholding tables for each

Canadian province.

3. Québec forms

This section deals with the main Québec forms as well as payroll withholding tables and QPP contribution tables.

Objectives

To train people with accounting experience and to provide complementary skills in payroll management so that they can become proficient at the associated practices: legal, financial, tax, social and computing. This course emphasizes new information and communication technologies. Managers will come to understand the benefits of an accurate payroll that complies with the law and that avoids the fines and penalties due to non-compliance

Payroll managers must:

- Recognize the various Canadian ministries that regulate payroll;
- Compare the various calculation methods regarding payroll frequency;
- Implement the minimum requirements concerning employment;
- Use the appropriate tax tables to determine the applicable withholding tax;
- Calculate, without using a calculator, the CPP and EI premiums for a given pay period;
- Fill in a Record of Employment (ROE) form;
- Know all the types of remuneration (commissions, dividends, etc.);
- Know the main rules of the CNT.

Duration

1 day.