



Course Outline

خطة الدورة التدريبية

Payroll Preparation and Management

Human resources > Pay and benefits

Duration

20 hours

Topics

5

Track

Pay and benefits

Certificate

**Certified completion certificate
with serial number and QR
verification**

About the course

The monthly payroll cycle: inputs, entitlements and deductions, review and payment.

Course topics and hours

#	Topic	Hours
1	Core payroll data	3.5 hours
2	Entitlements and overtime	4.5 hours
3	Deductions, insurance and tax	4 hours
4	Review and payment	4 hours
5	Payroll reports	4 hours
Total		20 hours

What you gain

You can run the monthly payroll cycle from gathering data to payment without errors.

How we teach

- ✓ Clear explanations that start from the basics
- ✓ Examples from real Egyptian and Arab businesses
- ✓ Hands-on practice and exercises after every topic
- ✓ Follow-up and assessment until completion

The complete course handbook

An illustrated handbook that explains every topic step by step, with worked examples, tables, diagrams and exercises, in Arabic and English. Available to trainees once their registration is accepted and their enrolment confirmed.



Register for this course

Scan for the course page and registration

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