Course Name: Everything about Payroll Processing

Video Lesson 1: Introduction
- About the course – “Everything about Payroll Processing”
- Welcome message

Module 1: Payroll Basics

Video Lesson 1: Basics of Payroll
- Meaning of Payroll
- Stages in Payroll Process
- Meaning of Pay Cycle

Module 2: Provident Fund (PF)

Video Lesson 1: PF – Overview of the PF Act
- Significance of PF
- Purpose of PF
- Test No. 1

Video Lesson 2: PF – Applicability and Coverage
- Applicability of the Act
- Coverage of Employees
- Test No. 2

Video Lesson 3: PF – Calculations
- Contributions
- Calculations – PF & Pension
- Pension as per Employees’ Pension Scheme
- Contribution Sheet
- Test No. 3

Module 3: Employee State Insurance (ESI)

Video Lesson 1: ESI – Overview of ESI
- Applicability of ESI Act, 1948
- Exempted Units
- Coverage of Employees under ESI
- Video Lesson 1: ESI – Overview of the PF Act
Video Lesson 2: ESI – Calculations
- Employer’s & Employees’ Contributions
- Calculations of monthly ESI
- Test No. 4

Video Lesson 3: ESI – Practical Learning
- ESI notified/implemented area
- ESI non-notified/implemented area
- ESI and Contractors
- Code & Sub code number
- Test No. 5

Module 4: Labour Welfare Fund

Video Lesson 1: LWF - Overview
- Meaning / Benefits of LWF

Video Lesson 2: LWF – Calculations
- Calculations

Reading Material - State wise LWF

Module 5: Profession Tax Law

Video Lesson 1: PT Law - Overview
- Meaning
- Key Terms
- PT Rates

Video Lesson 2: PT Law – Calculations
- Calculations

Reading Material - State wise PT details

Module 6: Bonus & Gratuity

Video Lesson 1: Bonus - Overview
- Applicability & Coverage
- Persons entitled for Bonus

Video Lesson 2: Gratuity - Overview
- What is Gratuity?
- Applicability of gratuity
- Employees entitled for gratuity
- Maximum gratuity payable

Eight most commonly used HR letters

1. Offer letter
2. Appointment letter
3. Probation extension
4. Confirmation letter
5. Promotion letter - Without Increment
6. Promotion letter With Increment
7. Relieving letter
8. Experience letter

Who is this course for?

Graduates/ Post Graduates willing to make a career in
- Payroll/ Compensation
- HR Management

HR Managers, Payroll Executives, Accountants, Entry-Level Employees working in
- Human Resources
- Payroll Processing
- Accounts and Finance Department
- Labour Law Compliances Division

Labour Law/ Payroll Consultants
Chartered Accountants, Owners, Founders, Traders and Businessmen