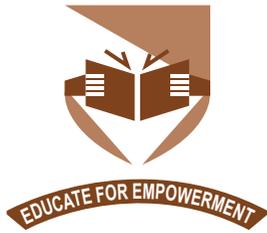# Triumphant College

EDUCATE FOR EMPOWERMENT

Triumphant Short Course Series

CURRENT TECHNIQUES ON PAYROLL AND SALARY SCALE MANAGEMENT

Date: Every month 2nd to 4th week

Method: Face-to-face

Duration: 3 weeks

Course Fees: USD 3700

Venue: Triumphant College, Windhoek, Namibia

Module 1
1. Organization Compensation Philosophy and Job analysis conduct.
2. Introduction to Payroll Management.

Module 2
1. Job Families and Ranking Position (Usage of Job Evaluation Methods).
2. Requirement Job Payroll Management.

Module 3
1. Market Research and Job Grading.
2. Payroll Management Process.

Module 4
1. Creation of Salary Range Base in Research (How to build pay grades and Salary Range).
2. Different stages on payroll process.

Module 5
1. Updating and Aging (National Compensation and Cost Living Adjustment).
2. Methods of payroll Management.

Module 6
1. Different types of pay structure.
2. Payroll Management System

Module 7
1. How to structure Employee Compensation (Methods of Compensation).
2. Payroll Applications.
• Gusto
• Paychex
• ADP