



HUMAN RESOURCES TRAINING

HR Information Systems and Payroll Administration

3 day course

Classroom, online or in-house

Course overview

Payroll is the one process that must be correct every month for every person, and the system holding it is also the record of who works here, which makes data errors expensive in two directions at once. This course covers running both. Delegates work through the employee record and the master data that everything else depends on, the transaction cycle from engagement through changes to termination, and payroll processing including inputs, validation and the controls that catch an error before payment. Statutory deductions and returns are covered. Self service, workflow and the approvals behind them follow. The course closes on reconciliation, on audit and on system change without breaking a live payroll.

What you will learn

- Maintain employee master data that other processes can rely on
- Run the transaction cycle from engagement through to termination
- Process payroll with validation and controls that catch errors first
- Apply statutory deductions and file the required returns
- Configure self service, workflow and approvals
- Reconcile payroll and support an audit
- Change the system without breaking a live payroll run

Who should attend

- Payroll administrators and supervisors
- HR information systems staff and administrators
- Human resources officers maintaining records
- Finance staff reconciling payroll
- Internal auditors testing payroll controls

Course outline

- 01 Correct every month, for everybody
- 02 The employee record and master data
- 03 Engagement, changes and termination
- 04 Payroll inputs and validation
- 05 Controls that catch an error before payment
- 06 Statutory deductions and returns
- 07 Self service, workflow and approvals
- 08 Reconciliation, audit and system change

Upcoming dates

Dates	Venue	Format	Fee per delegate
21 to 23 September 2026	Casablanca, Morocco	Classroom	USD 995
5 to 7 October 2026	Online	Online	R6,500
2 to 4 November 2026	Mbabane, Eswatini	Classroom	R14,950
14 to 16 December 2026	Kampala, Uganda	Classroom	USD 995



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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