



SAP SYSTEMS TRAINING

SAP Payroll Configuration and Processing

5 day course

Classroom, online or in-house

Course overview

Payroll is the one process where an error is visible to every employee immediately and to the revenue authority shortly afterwards, and where a configuration mistake repeats until somebody stops the run. This course covers running it safely. Delegates work through the payroll structures underneath: employee groupings, payroll areas, periods and the control record that governs a run. Wage types are covered in depth, including characteristics, processing classes and the evaluation classes that decide how a wage type behaves. The payroll schema and rules are addressed at the level needed to read and trace a calculation rather than write one from scratch. Retroactive accounting is covered, since this is where most unexplained results originate. Statutory deductions, third party remittance and posting to accounting follow. Off cycle payments and corrections are addressed. The course closes on the payroll calendar, on parallel running during a change, and on the reconciliation done before every release.

What you will learn

- Configure employee groupings, payroll areas and the control record
- Define wage types with the correct processing and evaluation classes
- Read a payroll schema and trace a calculation
- Explain retroactive accounting and its effect on results
- Configure statutory deductions and third party remittance
- Post payroll results to accounting and handle off cycle payments
- Run parallel payrolls during a change and reconcile before release

Who should attend

- Payroll administrators and managers using SAP
- SAP human capital management consultants
- Human resources systems analysts
- Finance staff reconciling payroll postings
- Auditors reviewing payroll processing controls

Course outline

- 01 Visible to everyone immediately
- 02 Groupings, payroll areas and the control record
- 03 Wage type characteristics and processing classes
- 04 Evaluation classes and wage type behaviour
- 05 Reading the schema and tracing a calculation
- 06 Retroactive accounting
- 07 Statutory deductions and third party remittance
- 08 Posting, off cycle payments, parallel runs and reconciliation

Upcoming dates



Dates	Venue	Format	Fee per delegate
26 to 30 October 2026	Nairobi, Kenya	Classroom	USD 1,325
16 to 20 November 2026	Lagos, Nigeria	Classroom	USD 1,325
21 to 25 December 2026	Online	Online	R8,500
1 to 5 February 2027	Gaborone, Botswana	Classroom	R19,950

Fees and how to register

This 5 day course is **R8,500** per delegate online, **R19,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 1,325** 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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