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Payroll Education and Training

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Agenda

1. Why is training for payroll practitioners necessary to discuss.
2. History of payroll.
3. The payroll practitioner
4. Typical training provided.
5. Myths about the payroll environment.
6. International trends.
7. Local trends.
8. Training required.





Education in Payroll?

- Payroll education has become a marketplace necessity.
- Payroll Associations around the world are promoting.
- Research by LabourNet and others has shown the majority of payroll practitioners are not formally educated.

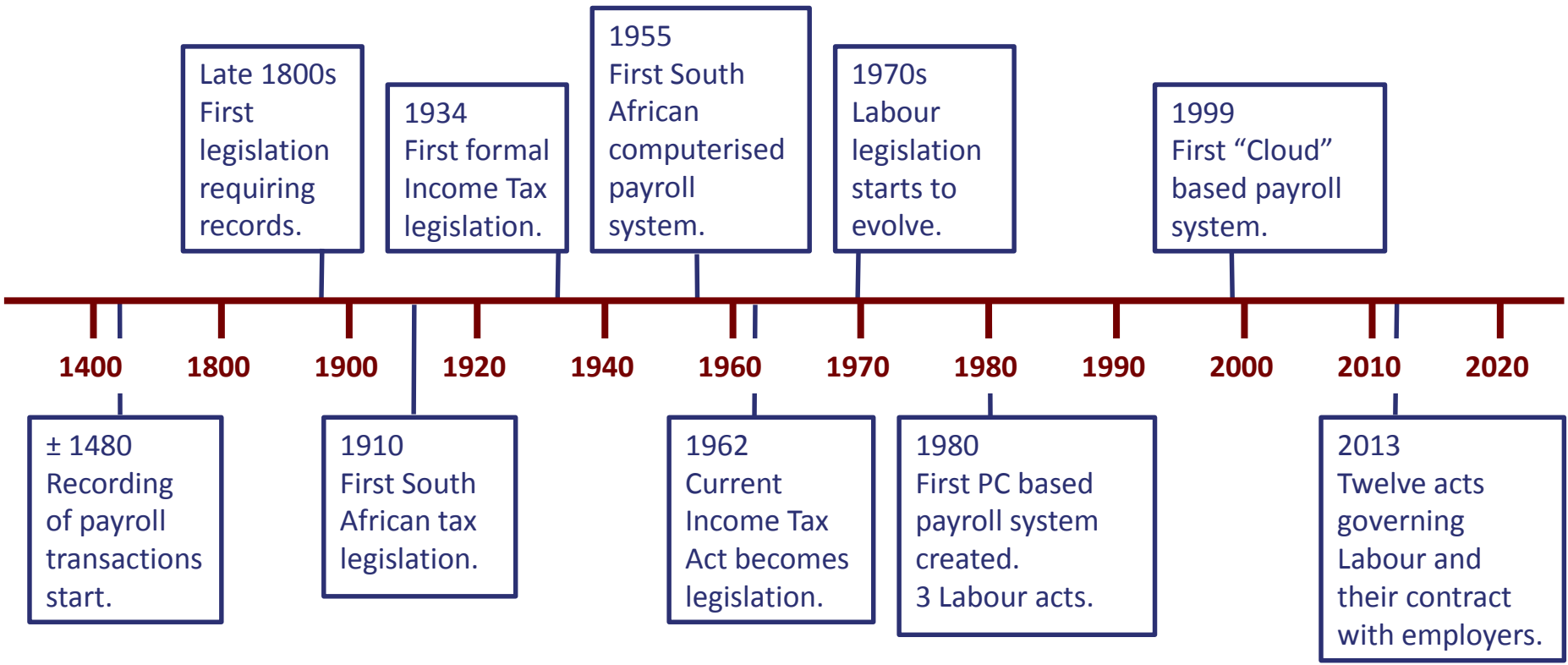


Why Training?

- Payroll practitioners work with employees' livelihood.
- Payroll no longer the easy process for anyone to do.
- Legislation is ever changing and evolving.



History Timeline





The payroll practitioner of the past.

- Due to the history – payroll was an easy to do task.
- Managers would employ clerks to run payroll.
- Basic arithmetic was needed.
- Most of these employees were called the “Paymaster”.
- The only training that was needed was to ensure payment was done on time and how to calculate net pay.
- Most payroll administrators did not plan to be payroll practitioners.



Training Provided

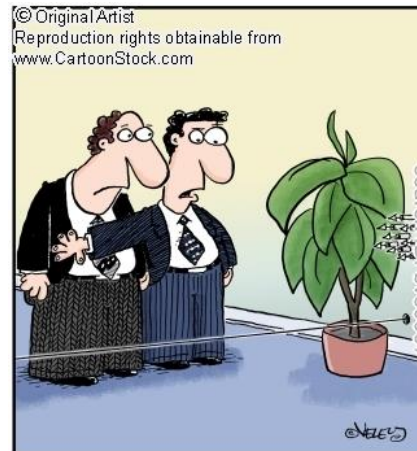
- Most training was offered by payroll author companies.
- Most training was system specific.
- Companies did start with basic tax and legislation training.
- In 2002 payroll training started to become important.



The Need for Payroll Education

“From a risk perspective, the biggest item on any income statement (other than cost of sales) is salaries and wages. Yet, the mind set is still focused on GAAP, with little or no reviews, audits and budgetary functions made available to payroll.”

Steve Krause, Independent Tax Consultant



“Watch your step, Bob. It looks like the company’s trying to cut payroll expenses again.”





Traditional Myths

These cause managers not to have buy-in to educating payroll staff.

“Payroll is a simple task that anyone can do.”

This is no longer true;

- Due to:
 - Labour Laws;
 - Constant changes to legislation,payroll has become a specialised profession.
- Practitioners need to continually “study” to keep up.
- Payroll is a “living department”.





Traditional Myths

“Payroll training is not business critical.”

- Will enhance the effectiveness of the payroll staff.
- Will boost the morale of the company’s employees.
- Manager will be more comfortable dealing with employees regarding payment.
- Cannot be accomplished without training.
- A perception shared by payroll practitioners.
- All staff are aware of payroll and their capabilities.
- Without an effective payroll, staff will find other employment.





Internationally

- International standards incorporates the use of qualified practitioners.
- Canadian Payroll Association promoted the use of qualified practitioners.
- Australian and American Payroll Associations educate practitioners through their own training.
- International payroll associations promote education of practitioners.





The Need for Training

- SARS accrediting tax practitioners.
- Tax Practitioners will need a qualification.
- Largest income is income tax dealt with by payroll practitioners – 59% of the national budget.
- Since e@syFile, SARS sees the importance of payroll practitioners.
- Logically, if tax practitioners are being targeted for qualifications, then payroll practitioners may be next.
- Educated payroll practitioners will result in income tax being more efficient.



Training Required

- Payroll practitioners not only educated on payroll.
- Payroll training includes:
 - Business communication
 - Mathematics
 - Problem solving
 - Analytical thinking
 - Policy and procedure development
 - Timekeeping





Training Required

- International payroll bodies are striving for buy-in from management.
- Training is no longer short courses but full qualifications.
- Qualifications cover every aspect that payroll practitioners need.



Training and Education of Payroll Staff

- Accreditation of payroll practitioners is a big concern at the moment.
- Practitioners need to know the rules of payroll.
- Need training on various aspects of payroll.
- There are many institutions offering courses.
- Ensure that only reputable accredited institutions are used.





Conclusion

- Payroll is a specialised profession requiring specific training.
- Education of payroll practitioners is business critical.
- Training must be more than just system specific training.



Closing remark

It is pertinent for each of us to ensure that those who are tasked to manage and run our payrolls have the necessary education and training to do so. Let us get them accredited for the awesome responsibility they carry and make them proud of it.



Summary

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Thank You

Please contact Deryn Venski at
LabourNet Payroll Academy for more
information.

