



### Workshop on Computerized Payroll Administration and Processing

March 9 – 13, 2026, 1<sup>st</sup> Run: Lagos & Abuja

September 14 – 18, 2026, 2<sup>nd</sup> Run: Lagos & Port Harcourt

**For Tutor -Led Class:** 9am – 4:30pm

**Workshop fee: Lagos:** N350, 000,

**Abuja / Port Harcourt:** N400, 000 per Participant

**Delivery Mode:** In-person / Live Virtual / Hybrid

**Online course fee:** N300, 000 per Participant

**Available for In-plant Training**

**700 USD for foreign  
Participants**

#### Program overview:

In today's digital age, the management of payroll has evolved significantly from traditional manual methods to sophisticated computerized systems. Understanding and effectively utilizing these systems are crucial for ensuring accurate, timely, and compliant payroll processes within organizations of all sizes. This training course on Computerized Payroll Administration and Processing is designed to equip participants with the essential knowledge and skills needed to proficiently manage payroll using modern software and technologies.

Payroll administration involves the calculation and distribution of wages, salaries, bonuses, and deductions to employees. Accuracy in payroll processing is paramount as it directly impacts employee satisfaction, compliance with regulatory requirements, and overall organizational financial health

#### For whom:

This course is suitable for payroll administrators, HR professionals, finance officers, Small Business Owners, and individuals involved in payroll processing using computerized systems

#### Learning objectives

At the end of the program, participants will be able to:

- gain a comprehensive understanding of the principles and practices of payroll administration;
- learn to navigate and utilize popular payroll software effectively;
- develop skills in setting up, configuring, and troubleshooting payroll systems;
- acquire knowledge of payroll compliance requirements and ethical considerations; and
- explore advanced features such as data analysis, reporting, and payroll security.

#### Course Outline:

##### Day 1: Module 1: Introduction to Payroll Administration

- Overview of Payroll Functions
- Importance of Accuracy and Compliance
- Evolution from Manual to Computerized Systems
- Role of Payroll in Organizational Success

##### Module 2: Legal and Regulatory Framework

- Payroll Compliance Requirements
- Taxation Laws and Regulations
- Ethical Considerations in Payroll Administration
- Handling Confidential Payroll Information

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

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## Day 2: Module 1: Payroll Software Overview

- Types of Payroll Software Systems (e.g., ADP, QuickBooks Payroll, SAP)
- Features and Capabilities
- Selection Criteria for Payroll Software
- Implementing and Configuring Payroll Software

### Module 2: Setting Up Payroll Systems

- Installation and Configuration of Payroll Software
- Data Input and Collection Methods
- Setting Up Employee Records
- Testing and Validation of Payroll Systems

## Day 3: Module 1: Payroll Processing Fundamentals

- Processing Payroll Cycles (Weekly, Bi-weekly, Monthly)
- Calculating Wages, Salaries, and Overtime
- Deductions (Tax, Benefits, Garnishments)
- Handling Timekeeping and Attendance Data

### Module 2: Advanced Payroll Functions

- Automated Payroll Calculations
- Reporting and Analysis Tools
- Integrating Payroll with HR and Accounting Systems
- Data Security and Confidentiality Measures

## Day 4: Module 1: Troubleshooting and Problem Solving

- Common Payroll Issues and Errors
- Techniques for Error Detection and Correction
- Utilizing Help Resources and Support Services

### Module 2: Payroll Reporting and Compliance

- Generating Payroll Reports (Pay Stubs, Tax Forms, Summaries)
- Compliance Audits and Regulatory Reporting
- Using Payroll Data for Financial Analysis and Planning

## Day 5: Module 1: Payroll Administration Best Practices

- Strategies for Efficient Payroll Management
- Streamlining Processes and Reducing Errors
- Continuous Improvement in Payroll Operations

### Module 2: Future Trends in Payroll Technology

- Emerging Technologies in Payroll Systems (AI, Blockchain)
- Impact of Automation on Payroll Processes
- Industry Trends and Best Practices

**Training Methodology:** Lectures, discussions, exercises, Hands-on Exercises with Payroll Software, Case Studies and Simulations and Project Work on Setting Up and Processing Payroll will be used to reinforce these teachings/learning methods

#### LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 – FAB By Toprank Hotel, Opposite Old Federal Secretariat Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

In-plant Fee Negotiable

#### WORKSHOP FEE:

**Workshop fee: Lagos: N350, 000 per Participant, VAT-N26,250  
Abuja / Port Harcourt: N400, 000 per Participant, VAT-N30,000**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814  
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