GATI

FINANCE, ACCOUNTING AND AUDIT

Advanced Payroll Management Programme

DURATION	CONTACT HOURS	LEVEL	FEE PER DELEGATE
5 days	30	Advanced	R15,000

Running a payroll that is right, on time, and reconciled, with the statutory returns to prove it.

Payroll has no good failure modes. It is right or somebody is not paid, and an error is simultaneously an employee relations problem, a tax exposure and an accounting misstatement. The common causes are a master file that anybody can edit, variable inputs arriving by email on the day of the run, no reconciliation between the payroll and the ledger, and statutory returns prepared from the payroll rather than reconciled to it. This week treats payroll as a controlled process, through the cycle and into the returns and the year end.

Available as classroom, in house.

Who it is for

Payroll managers and officers, HR staff responsible for payroll inputs, financial accountants who post and reconcile it, and internal auditors reviewing the function.

What you will be able to do

- Control the payroll master file so a change is authorised and traceable.
- Run the cycle with a cut off that variable inputs actually respect.
- Reconcile payroll to the general ledger and to the bank every period.
- Treat benefits, allowances and deductions with the right tax consequence.
- Prepare and reconcile statutory returns so a review finds nothing new.

The outline

DAY 1

The payroll as a control problem

Where payroll errors come from, in order of frequency · Segregation between HR, payroll and payment · The master file, and who may change what · Starters, leavers and the ones still being paid

DAY 2

Running the cycle

A cut off that variable inputs respect · Overtime, shift and allowance inputs, authorised at source · Pre run exception review, and what to look at · Approval of the run, and the evidence of it

DAY 3

Pay, benefits and deductions

Taxable and non taxable elements, and the grey ones · Benefits in kind, and valuing them consistently · Statutory and voluntary deductions, and their priority · Terminations, leave pay and final settlements

DAY 4

Reconciliation and reporting

Payroll to ledger, every period · Payroll to bank, and the unpresented items · Headcount and cost reporting that managers can use · Provisions for leave and for bonus

DAY 5

Statutory and year end

Returns reconciled to the payroll rather than prepared from it · Correcting a prior period without creating a second error · Preparing for a revenue authority or audit review · Records, retention and confidentiality

What you leave with

- A control map of the delegate's payroll cycle with the authorisation points named.
- A period end reconciliation pack covering ledger, bank and statutory accounts.
- A checklist for the year end and the statutory reconciliation.

Published dates

DATES	WHERE	FEE
23 to 27 November 2026	Maseru, Lesotho	**R15,000**
30 November 2026 to 4 December 2026	Lagos, Nigeria	**US$1,500**
7 to 11 December 2026	Gaborone, Botswana	**R15,000**
14 to 18 December 2026	Nairobi, Kenya	**US$1,500**

Fees are per delegate and co
arranged by the delegate. Reg

Register or ask a question

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