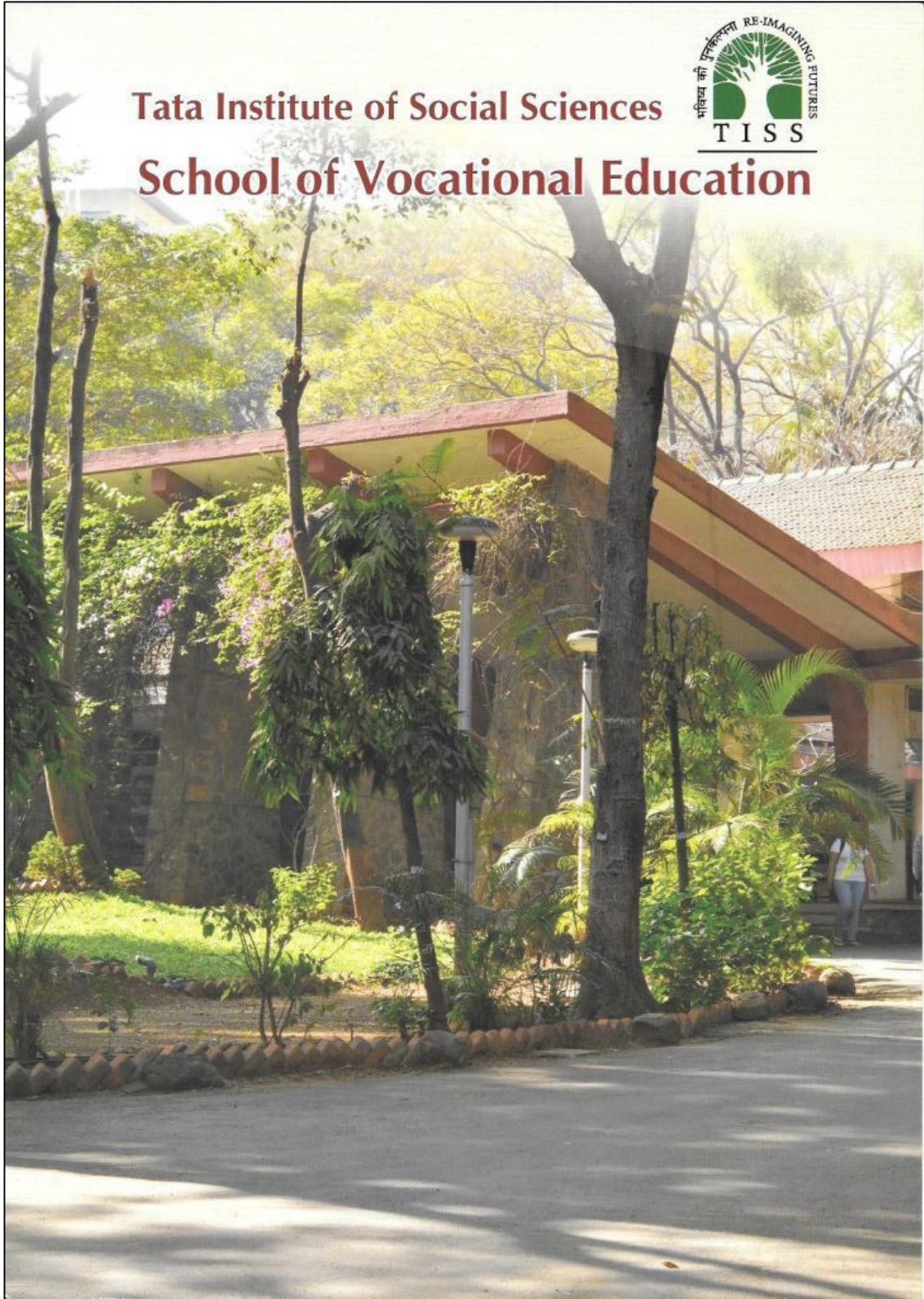


**Tata Institute of Social Sciences**



**School of Vocational Education**



## About TISS-SVE

The Tata Institute of Social Sciences (TISS) is a premier Institute of Social Work in India. It was established in 1936 and was recognised as a Deemed University by the University Grants Commission (UGC) of India in the year 1964. The vision of the institute is to be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-centred and ecologically sustainable society that promotes and protects the dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

In December 2011, Tata Institute of Social Sciences setup the School of Vocational Education (SVE) with the objective of incubating a 'National Vocational University' thus providing quality skill development opportunity across the length and breadth of the country. This project has been initiated under the aegis of the All India Council for Technical Education (AICTE) proposed by the Ministry of HRD, Government of India

# **Payroll Management**

## **Introduction and Course Objectives**

One of the key functions of Human Resource Management is Compensation and Benefits. At the core of C & B is Payroll Management. Payroll Management factors the entire life cycle of an employee within the organisation. This commences from the day one of the employee in the organization to the last day in the organisation. Payroll management is considered as a “Must Have Hygiene Factor” within the organisation and hence it is important that organisations ensure an effective and efficient payroll process.

This program aims to provide the candidate the end to end understanding of the payroll process. This will result in providing to the industry candidates who will be subject matter experts and will be able to apply the principles of payroll management from day one of their employment in this role.

## **Eligibility for Admission**

- Fresh Graduates
- Jr. working professional from accounts and HR function
- Graduates with 1 -2 years of work experience looking at career opportunities in payroll management.

## **Course Structure**

The course would be for a total duration of 120 hours.

## **Examination and Assessment**

Students will be assessed on project work and a written examination that will be conducted at the end of the course

## **Course Syllabus**

The gamut of Payroll management includes, pay (fixed and Variable), benefits (Stock options, insurance and other perks), Statutory compliance (Provident fund, income tax etc), Annual increments and Full and Final Settlement etc applicable to Indian nationals and expats. In addition to individual payments, the payroll management also plays a vital role in enabling the stakeholders take the appropriate business decisions. This is by means of analysing various reports that get generated through the payroll process.

## **Main Concepts Covered**

1. Human Resource Management and overview
2. Compensation

3. Payroll Management
4. Statutory Compliances
5. Knowledge of Excel

### **Learning Objectives:**

- Broad understanding of Human Resources as a function and its various sub-functions and its implication and connection with payroll processing.
- Set-up the payroll process with necessary checks and balances
- Applying the monthly payroll process with the use of payroll software
- Generate the returns for statutory compliances & assist in conduct of audits
- Create the various MIS reports
- Provide resolution to payroll related queries/issues

### **Method of Teaching**

Classroom interactive session and Practical sessions

### **Method of Assessment & Weightage**

**Assessment Tasks:** Written Exam & project assignments