



Payroll Audit and Reporting for HR Managers Course



AGILE LEADERS
Training Center

Payroll Audit and Reporting for HR Managers Course

Overview

Payroll Audit and Reporting for HR Managers Course is a five-day intermediate course for HR and payroll professionals who leave with a Payroll Audit and Reporting File. The course turns payroll process risks into mapped controls, data tests, reconciliations, evidence, findings, corrections, and management reports. Participants examine employee master data, attendance inputs, pay elements, deductions, benefits interfaces, access, approvals, and exceptions. Agile Leaders Training Center delivers this course on payroll audit and reporting.

Who Should Attend

- HR operations functions responsible for employee and payroll input data
- Payroll supervision functions responsible for review and accuracy
- Compensation functions responsible for pay elements and benefits interfaces
- Internal control functions responsible for payroll evidence and exceptions
- HR management functions responsible for payroll governance and reporting

The course assumes participants oversee payroll inputs, reviews, or reports and leaves out payroll calculation instruction, employment-law advice, and external financial audit.

Departments and Industries

The course supports payroll audit and reporting across service, industrial, regulated, and public-interest environments.

- Human resources, payroll, finance, and internal control departments
- Financial services, insurance, and professional services
- Manufacturing, energy, and infrastructure organizations
- Healthcare, retail, and technology organizations
- Public service and nonprofit institutions

Learning Objectives

By the end of this course, participants will be able to:



- Build a payroll process and risk-control map
- Apply master-data, input, access, and approval tests
- Analyze payroll variances and exception patterns
- Evaluate payroll reconciliations and supporting evidence
- Build findings, correction tracking, and management reports
- Prioritize payroll governance improvements

Course Agenda

Day 1: Payroll Process Risks and Controls

- Hire-to-Pay Payroll Process Map
- Payroll Risk and Control Matrix
- Pay Element and Deduction Control Catalogue
- Benefits Interface and Data Handoff Review
- Payroll Audit Scope and Evidence Plan

Day 2: Master Data Inputs and Access

- Employee Master-Data Change Test
- Joiner Mover and Leaver Validation Sheet
- Time and Attendance Input Control Review
- Payroll Access and Role Conflict Matrix
- Approval Trail and Change Authorization Test

Day 3: Analytics Reconciliations and Exceptions

- Gross-to-Net Pay Variance Analysis
- Duplicate Account and Employee Exception Test
- Inactive Employee and Unusual Payment Review
- Payroll-to-Bank Reconciliation Checklist
- Payroll-to-Ledger Reconciliation Record

Day 4: Findings Corrections and Reporting

- Payroll Evidence Index and Test Workpaper
- Payroll Finding and Root-Cause Structure
- Correction Ownership and Tracking Register
- Payroll Control Indicator Dashboard
- HR Management Payroll Assurance Report

Day 5: Payroll Audit and Reporting Practice

- Suggested Exercise: Payroll Process and Control Mapping
- Suggested Exercise: Master-Data and Input Test Design
- Suggested Exercise: Variance and Reconciliation Review
- Suggested Exercise: Finding and Management Report Simulation
- Capstone Exercise: Payroll Audit and Reporting File

Practical Exercises

The course uses suggested activities to connect payroll data with defensible control conclusions.

- Suggested activity: test employee changes and attendance inputs for a healthcare organization.
- Suggested activity: analyze payroll variances and duplicate accounts for a retail employer.
- Suggested activity: reconcile payroll totals for an industrial organization.
- Suggested activity: report a recurring payroll exception with an assigned correction owner.

FAQs

Who suits payroll audit and reporting training, and what does it assume?

Payroll audit and reporting training suits HR, payroll, compensation, and control professionals who already oversee payroll inputs, reviews, or reports and need applied methods for testing, evidence, findings, and correction tracking.

How does payroll audit and reporting differ from payroll administration training?

Payroll audit and reporting focuses on controls, evidence, analytics, reconciliations, exceptions, findings, and governance rather than calculating and processing routine payroll transactions.

How should HR managers test employee master-data changes?

HR managers should test master-data changes against authorized source records, effective dates, approval trails, access rights, payroll output, exception handling, and retained evidence.

What reconciliations support payroll audit reporting?

Payroll audit reporting is supported by reconciliations between approved inputs, payroll registers, payment files, bank totals, ledger postings, headcount records, and resolved exceptions.

How should recurring payroll exceptions be reported?

Recurring payroll exceptions should be grouped by cause and control failure, supported by evidence, assigned to owners, tracked through correction, and summarized through indicators for HR management review.



Conclusion

Participants leave with a Payroll Audit and Reporting File containing process, control, data, access, test, reconciliation, evidence, finding, correction, and reporting records. The file changes isolated payroll checks into a traceable assurance cycle. It provides a working basis for payroll oversight, issue ownership, and recurring management reporting.



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