



Advanced Payroll Operations and Control Training Course

2 – 6 August 2027
Tokyo

Advanced Payroll Operations and Control Training Course

Ref: 1097_180968 **Date:** 2 – 6 August 2027 **Location:** Tokyo **Fees:** 10000 Euro

Overview

Advanced Payroll Operations and Control Training Course is a one-week course for payroll accountants, payroll managers, HR operations specialists, controllers and internal control professionals, who leave with a Payroll Control and Reconciliation Pack. Participants govern payroll master data, validate time and attendance inputs, control gross-to-net processing, investigate exceptions, authorize payments, post accounting entries and reconcile payroll outputs. Agile Leaders Training Center develops advanced payroll operations and control capability.

Who Should Attend

- Teams responsible for payroll preparation, validation, approval and closure
- Functions responsible for employee master data, attendance inputs and authorized changes
- Finance professionals responsible for payroll accounting, control accounts and reconciliations
- Managers responsible for payroll governance, access and payment assurance
- Assurance professionals responsible for payroll controls, exceptions and audit evidence

The course assumes participants already process payroll data or review payroll outputs, and it leaves out country-specific labor law, tax rates, statutory filing and compensation structure design.

Departments and Industries

The course supports departments and industries that require accurate, confidential and controlled payroll operations.



- Payroll, HR operations, finance, controllership and internal audit
- Shared services, treasury, accounting and business systems
- Manufacturing, construction, energy and logistics
- Healthcare, hospitality, retail and education
- Technology, professional services, telecommunications and public organizations

Learning Objectives

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

- Apply payroll governance and segregation-of-duties controls
- Analyze master-data and time-input change evidence
- Build gross-to-net validation and exception routines
- Evaluate payroll approval and payment control evidence
- Diagnose payroll accounting and reconciliation differences
- Build payroll reports, close files and audit trails



Course Agenda

Day 1: Payroll Governance and Master Data

- Payroll Process and Responsibility Map
- Segregation-of-Duties Control Matrix
- Employee Master Data Change Workflow
- Access Rights and Confidentiality Register
- Payroll Calendar and Cutoff Checklist

Day 2: Inputs and Gross-to-Net Control

- Time and Attendance Validation Sheet
- Authorized Earnings and Deduction Matrix
- Gross-to-Net Calculation Bridge
- New Starter, Leaver and Change Control Log
- Input Completeness and Duplicate Check



Day 3: Exceptions and Approval

- Payroll Variance and Trend Report
- Negative and Unusual Net Pay Rules
- Exception Investigation and Resolution Tracker
- Independent Review and Approval Evidence
- Payroll Version and Adjustment Control

Day 4: Payment, Accounting and Reconciliation

- Payment File Authorization Workflow
- Payroll Journal and Cost Allocation Map
- Payroll Control Account Reconciliation
- Bank Payment and Payroll Register Match
- Close File and Audit Evidence Index

Day 5: Payroll Control Practice

- Exercise: Validate Master Data and Inputs
- Exercise: Test Gross-to-Net Exceptions
- Exercise: Review Approval and Payment Controls
- Exercise: Reconcile Payroll Entries and Payments
- Capstone Exercise: Payroll Control and Reconciliation Pack



Practical Exercises

The course uses suggested activities to convert payroll inputs, calculations and approvals into a controlled close.

- Suggested activity: map responsibilities, system access and payroll cutoffs
- Suggested activity: validate employee changes, attendance data, earnings and deductions
- Suggested activity: investigate gross-to-net variances and unusual payment exceptions
- Suggested activity: reconcile payroll journals, payment files and control accounts

FAQs

Who suits advanced payroll operations training, and what does it assume?

Payroll, HR operations, finance, controllership and assurance practitioners suit the training. It assumes regular work with payroll inputs, outputs, approvals or accounting records.

How does payroll operations control differ from basic payroll calculation training?

Payroll operations control governs data changes, inputs, calculations, exceptions, approvals, payments, accounting and reconciliation, while basic training usually concentrates on calculating earnings and deductions.

What is gross-to-net payroll control?

Gross-to-net control traces authorized earnings and deductions through calculation rules to net pay, using reconciliations, tolerance checks and exception review to identify incorrect or incomplete results.

Why is payroll master data control important?

Master data control restricts and documents changes to employee identity, payment details, pay elements and status so unauthorized or inaccurate changes are detected before processing.

How should payroll reconciliation differences be investigated?

Differences should be classified by source, traced to employee or accounting detail, supported with change evidence, corrected through an authorized adjustment and retained in the close file.



Conclusion

Participants take back a Payroll Control and Reconciliation Pack containing responsibility maps, master-data logs, validation sheets, calculation bridges, exception reports, approval evidence, payment controls, journals and reconciliations. The pack makes payroll processing traceable from input to payment and ledger. It strengthens confidentiality, independent review and audit readiness.