Advanced Expatriate Payroll and Tax Operations Training Course

9 – 13 May 2027
Nairobi

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Ref: 1153_185173 **Date:** 9 – 13 May 2027 **Location:** Nairobi **Fees:** 4500 Euro

Overview

Advanced Expatriate Payroll and Tax Operations Training Course is a one-week course for payroll, mobility, finance, tax, HR operations, and compensation teams who leave with an Expatriate Payroll and Tax Control Pack. Participants connect shadow payroll operations, home-host payroll coordination, tax equalization calculations, hypothetical tax, assignment compensation, multi-currency payroll data, reconciliations, vendor governance, and assignment closeout. The course separates operational controls from jurisdiction-specific advice. Agile Leaders Training Center develops controlled expatriate payroll and tax operations.

Who Should Attend

- Teams responsible for payroll delivery for internationally mobile employees
- Functions responsible for assignment policy, mobility operations, and employee support
- Teams responsible for employment tax data, calculations, and reporting coordination
- Functions responsible for compensation, benefits, allowances, and assignment costs
- Teams responsible for payroll vendors, finance controls, and reconciliations

The course assumes participants can operate payroll or mobility processes and interpret compensation data, and it leaves out jurisdiction-specific tax, immigration, and legal advice.

Departments and Industries

The course supports departments and industries that manage employees, compensation, and payroll across borders.

- Payroll, HR operations, compensation, and global mobility
- Finance, tax, treasury, and shared services
- Energy, engineering, construction, and manufacturing
- Financial services, consulting, technology, and telecommunications
- Healthcare, hospitality, logistics, and professional services

Learning Objectives

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

- Analyze assignment facts and map home-host payroll responsibilities
- Build shadow and split payroll instruction calendars
- Apply tax equalization calculations, hypothetical tax, and gross-ups
- Evaluate assignment compensation, benefits, currencies, and trailing items
- Diagnose reconciliation, reporting, privacy, and vendor-control gaps
- Build assignment onboarding, communication, and closeout controls

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Course Agenda

Day 1: Assignment Facts and Payroll Responsibilities

- International Assignment Fact Pattern
- Home-Host Payroll Responsibility Matrix
- Assignment Compensation and Benefits Register
- Payroll Requirement Decision Tree
- Cross-Functional RACI Control Map

Day 2: Shadow and Split Payroll Operations

- Shadow Payroll Operating Model
- Split Payroll Funding and Delivery Map
- Payroll Instruction and Cutoff Calendar
- Multi-Currency Data and Exchange-Rate Log
- Home-Host Data Transfer Checklist

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Day 3: Tax Policies and Assignment Calculations

- Tax Equalization Policy Decision Framework
- Hypothetical Tax Calculation Worksheet
- Net-to-Gross and Gross-Up Method
- Allowance and Benefit Classification Schedule
- Social Security and Permanent Establishment Awareness Screen

Day 4: Reconciliation, Controls, and Closeout

- Monthly Payroll Reconciliation Template
- Year-End Tax Equalization Settlement Schedule
- Trailing Compensation and Equity Payment Tracker
- Payroll Privacy and Access Control Checklist
- Vendor Service-Level and Exception Dashboard

Day 5: Expatriate Payroll Control Practice

- Exercise: Map an Assignment Payroll Requirement
- Exercise: Build Shadow Payroll Instructions
- Exercise: Calculate Hypothetical Tax and Gross-Up
- Exercise: Reconcile and Close an Assignment
- Capstone Exercise: Expatriate Payroll and Tax Control Pack

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Practical Exercises

The course uses suggested activities to convert assignment facts and compensation data into controlled payroll instructions and reconciliations.

- Suggested activity: map responsibilities for an engineering employee moving between home and host payrolls
- Suggested activity: classify allowances and benefits and prepare shadow payroll instructions for a technology assignment
- Suggested activity: calculate hypothetical tax, gross-up, and a tax equalization settlement
- Suggested activity: reconcile payroll results, investigate exceptions, and complete an assignment closeout checklist

FAQs

Who suits advanced expatriate payroll and tax operations training?

Payroll, mobility, finance, tax, HR operations, and compensation teams suit the training. Participants should already operate payroll or mobility processes and interpret compensation data.

How do expatriate payroll and tax operations differ from general payroll training?

Expatriate payroll and tax operations coordinate home and host payrolls, assignment compensation, tax policies, currencies, reconciliations, and cross-border data rather than a single domestic payroll cycle.

What is shadow payroll in an international assignment?

Shadow payroll records compensation and calculates required withholding or reporting in a host location while payment may remain on the home payroll, subject to the applicable local requirements.

How does tax equalization support expatriate payroll?

Tax equalization compares an employee's hypothetical home tax with actual assignment taxes under the employer's policy, then supports periodic withholding and final settlement calculations.

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What controls reduce expatriate payroll errors?

Clear ownership, validated assignment data, payroll calendars, controlled exchange rates, reconciliations, exception logs, access controls, vendor measures, and employee communications reduce expatriate payroll errors.

Conclusion

Participants take back an Expatriate Payroll and Tax Control Pack containing responsibility maps, instructions, calculation worksheets, reconciliations, communications, vendor controls, and closeout checks. The pack changes fragmented assignment data into traceable payroll operations. It supports consistent handoffs, review, exception management, and employee communication.