

# Basic Payroll Accounting Rules for HR Professionals

## Continuing Professional Development

### Instructor:

Margarita Kouloumbri, BA, MSc, ACA,

The understanding of payroll accounting rules is vital for HR professionals. This seminar looks at the requirements of basic accounting rules for the review and assessment of the contributions withheld by employers, including the preparation and analysis for the declaration forms.

### Who should attend the seminar?

HR professionals will be able to understand and apply the regulation behind the calculations of all contributions and relevant deductions of payroll and review various scenarios of where these may vary. Practical examples and case studies will be provided throughout the seminar.

2 May 2023  
9:00-12:15 (3 CPD Units)

**Registrations:**  
Fee: €140  
Click [here](#) to register

**SEMINAR PROGRAMME**

		<b>Basic Payroll Accounting Rules for HR Professionals</b>
<b>Time</b>	<b>Duration</b>	<b>Description</b>
09:00-10:30	1:30	<b>Section 1: Identifying the relevant payroll contributions and deductions:</b> <ul style="list-style-type: none"> <li>• Description of the required contributions that need to be calculated and deducted as part of both the employees and employers' contributions.</li> <li>• Review of the documentation required to completed in cases of new recruitment or termination of employment.</li> <li>• Review of employment contracts and their link to the contributions. Identifying the work to be performed when provident fund rules apply.</li> </ul>
10:30-10:45	0:15	<b>C O F F E E B R E A K</b>
10:45-12:00	1:15	<b>Section 2: Payment of the relevant deductions and preparation of the relevant tax declaration form:</b> <ul style="list-style-type: none"> <li>• Review of receipts of the social insurance and other contributions, penalties arising from late registration or payment.</li> <li>• Preparation of the tax declaration form for the company, review of its contents.</li> <li>• Disclosures and detailed interpretation of payroll in FS.</li> </ul>
12:00-12:15	0:15	<b>Questions and Answers</b>
<b>TOTAL NET DURATION</b>	<b>3:00</b>	<b>END OF SEMINAR</b>

**Certification:**

All participants will be awarded a certificate. Each hour of attendance will account for one unit of Continuing Professional Development (CPD) as required for members of most professional bodies.

**In-house Seminars:**

Globaltraining has been cooperating with many companies in Cyprus and abroad for covering their in-house training needs. Some of these companies are large multinational companies with presence in Cyprus and abroad. The clients we serve include a wide range of industries, including banking, accounting and audit, investment services firms, telecommunication, construction and retail. Tailor-made seminars are offered upon