



**TALENT MAGNIFIER**  
A Great Place to get Success  
AN ISO 9001:2015 Certified Institute

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[www.talentmagnifier.com](http://www.talentmagnifier.com)

# HR Payroll with Free Advanced Excel Practical Training


## HR GENERALIST TRAINING Course Modules

- ◆ Statutory Compliance
- ◆ Compensation and Benefits
- ◆ IR & Labour Law Compliance
- ◆ Fully Practical Legal Calculations Class
- ◆ Performance Management System
- ◆ Employee Relationship Management
- ◆ Training & Development
- ◆ Manpower Planning: Recruitment & Selection
- ◆ How to Crack Interview?
- ◆ Workshop for 7 Days by Industry Experts.


**With FREE**

**ERP SAP HR HCM & Advanced MS Excel Course**

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 [info@talentmagnifier.com](mailto:info@talentmagnifier.com)

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HR Payroll with Free Adv. MS Excel Training Course is a practical training program that helps people to learn different aspects of compensation and benefits. It is useful for people who have a head for numbers and learn about payroll Cloud Based software training so that they can get jobs as payroll executives and payroll managers. Every company and HR department needs a payroll expert who can salary calculator in excel, salary slip format Practice, pf, esic, epfo, online efilling, form returns professional tax slab calculation, provident fund registration and see that they are offered in a timely manner. They also need to know about the legal regulations regarding payroll processing and adhere to the same. We ensure that your learning is accurate and you don't make common mistakes by teaching you right.



## HR Payroll with Free Adv. MS Excel Practical Training Course Structure

**Course Durations: 60 - 70 Hours with 2 - 3 Trainers for 1 to 2 Modules**

**Deliver Method:**

- ❖ Practical Sessions
- ❖ Presentations/Demonstrations
- ❖ Handouts/Assignment
- ❖ Workshop Exposure
- ❖ Talent Magnifier Provide 100% Placement Assistance

Please visit to our website to get more details: [www.talentmagnifier.com](http://www.talentmagnifier.com)

**Note: Classes are also available on Module basis.**

### Module 1 - Statutory Compliance

❖ **Employees' Provident Fund (EPF)**

- Provident Fund Calculation
- Pension Fund Calculation
- Employees' Deposit Linked Fund
- Interest
- Penalty

**Workshop Session**

- Shram Suvidha Portal
- Universal Account Number
- Electronic Challan cum Return
- AADHAAR Updation
- PAN Updation
- Bank details updation
- Eligibility Register
- Member Claim Forms

❖ **Payment of Bonus**

- Bonus Calculation
- Available Surplus
- Allocable Surplus
- Set-on & Set-off
- Grievance by employee
- Penalty

**Workshop Session**

- Bonus Calculation Sheet
- Bonus Payment Registers & Records
- Annual Return
- Display

❖ **Employees' State Insurance (ESI)**

- ESI Calculation
- Interest & Penalty
- Medical Benefit
- Maternity Benefit
- Funeral Expenses
- Monthly Pension

**Workshop Session**

- Shram Suvidha Portal
- Sub-Code Registration
- E-Pehchan Card
- Aadhaar Updation
- Monthly Challan
- Accident Register and Records
- Declaration Form
- Claim Forms

❖ **Payment of Gratuity**

- Gratuity Calculation
- Maximum Gratuity amount
- Tax on Gratuity
- Group Gratuity Policy

**Workshop Session**

- Nomination Forms
- Gratuity Claim Form
- Display



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❖ **Maternity Benefit Act, 1961 (New topic added)**

- Objective,
- Applicability;
- Eligibility conditions;
- Benefits and facilities for women employees;
- Responsibility of Employer;
- Penalty for contravention of the Act

**Workshop Session**

- Registers and Records
- Annual Return;
- Grievance by women employee;

❖ **Payment of Wages Act, 1936 (New topic added)**

- Objective,
- Applicability;
- Eligibility conditions;
- Responsibility of Employer;
- Penalty for contravention of the Act

**Workshop Session**

- Registers and Records
- Annual Return;
- Grievance by employee;

❖ **Minimum Wage Act, 1948 (New topic added)**

- Objectives
- Applicability
- Notification
- Provisions
- Penalty for contravention of the Act

**Workshop Session**

- Register to be maintained
- Display (Notice)
- Annual Return;
- Grievance by employee;

**Module 2 - Compensation and Benefits**

❖ **Payroll Management (On Excel and Cloud based Software with live access)**

- Components of Salary;
- Basic, HRA, DA, Conveyance, LTA, etc.
- Designing CTC, Gross Salary, Net Salary
- Overtime and Leave Encashment
- Labour Welfare Fund (LWF)
- Professional Tax (PT)

❖ **Income Tax & Investments**

- Income Tax calculation
- Rebate on Income Tax
- Calculation Surcharge
- Calculation of Education Cess, Health Cess
- Taxability of Allowances
- Tax Deduction on Investments
- Tax Deducted on Source (TDS) Certificate
- Investment Declaration Form



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**Workshop Session (On Excel and Cloud based Software with Live Access)**

- Attendance Sheet
- Leave Register
- Overtime Sheet
- Overtime Amount Sheet
- Salary Sheet
- Pay Slips,
- Full and Final Settlement
- EPF Report
- ESI Report
- LWF Report
- Professional Tax Report
- Live Cloud based Payroll Software
- Investment Declaration Form
- TDS Certificate ( Form 16)
- Online ITR Filing

**Module 2.1 - Advanced MS Excel with Lab Session**

**❖ HR Practical Session With Advanced MS Excel - Topics Covered**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>➤ <b>CTC Worksheet</b></li> <li>➤ <b>Attendance Sheet:</b></li> <li>➤ <b>Leave Register:</b></li> <li>➤ <b>Overtime Calculation:</b></li> <li>➤ <b>Salary Sheet:</b></li> <li>➤ <b>Pay Slip:</b></li> <li>➤ <b>ESI &amp; EPF Report:</b></li> <li>➤ <b>LWF &amp; PT Report:</b></li> <li>➤ <b>Bonus &amp; Gratuity Calculation:</b></li> <li>➤ <b>Income Tax Calculation:</b></li> <li>➤ <b>Full &amp; Final Settlement:</b></li> <li>➤ <b>Annual Returns:</b></li> <li>➤ <b>Contract Renewal Schedule:</b></li> </ul> | <ul style="list-style-type: none"> <li>➤ <b><u>Basics:</u></b> Reference, Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group &amp; Ungroup, Data split, Goal Seek</li> <li>➤ <b><u>Mathematical Functions:-</u></b> <ul style="list-style-type: none"> <li>▪ Sum, max, min, Sumif, Sumifs, Count, counta, Countifs, Countblank, Average, Averagea, Subtotal, Round Roundup, Rounddown,</li> </ul> </li> <li>➤ <b><u>Lookup Functions:-</u></b> <ul style="list-style-type: none"> <li>▪ Vlookup, Hlookup, Pivot Table, Index, Match, Indirect</li> </ul> </li> <li>➤ <b><u>Date &amp; Time Function:-</u></b> <ul style="list-style-type: none"> <li>▪ Day, Month, Year, Edate, Eomonth, Network days, Hour, Minute, Second, Now, Today, Time</li> </ul> </li> <li>➤ <b><u>Conditional functions:-</u></b> if, and, or, iferror</li> <li>➤ <b><u>Text Functions :-</u></b> Concatenate, Find, Search, Substitute, Len, Right, Left, Mid, Lower, Upper, Proper, Text, Trim, Large, Small</li> <li>➤ <b><u>Charts:-</u></b>How to Make Dynamic Charts, Bar Charts, Pie Charts, Scatter Chart, Line Chart, and Column Chart.</li> </ul> |
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











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### HIGHLIGHT:-

- ◆ ISO Certified HR Course with 100% Placement Assistance.
- ◆ 80% Practical and 20% Theoretical Session.
- ◆ Govt. Portal, Salary (Cloud Based) Software with Live Access & Excel.
- ◆ Free Workshop Conducted by Industry Experts.
- ◆ PD Class + Interview Preparation & Resume Building.
- ◆ HR Course Recommended by All HR Heads.
- ◆ Real Learning on Live Projects of Clients.
- ◆ Get Trained from Industry Experts.
- ◆ Live Assignments & Case Studies & Role Play.
- ◆ Job portals, Payroll processing software and online challans.













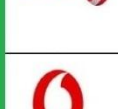











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## Last Month Placed Candidate from Talent Magnifier

	Aditi Sethi as an CRM Executive at Kutumbh Care Pvt Ltd.		Amit Shandilya MIS Executive		Utsav Kunal Accounts Executive at Zoctr Health Pvt. Ltd.		Sanchita Ahuja MIS Executive
	Urvashi Dogra as an HR Executive at Kutumbh Care Pvt Ltd.		Anant Saxena HR Executive at Integrated Personnel Services Pvt Ltd.		Ranjit Kumar Working as an MIS Executive		Ravi Kant Tiwary MIS Executive
	Shivani Tandon Sr. HR Executive at Icreon Communication		Wellshah Ansari As a HR Executive at Intero Solutions Private Limited		Tusharika HR Manager at Pind balluchi		Raj Kumar As a Deputy Manager at Amitoji India Pvt. Ltd
	Kirti Satija As a HR Executive at Intero Solutions Private Limited		Manisha Gupta MIS Executive		Mayank Manwal HR Admin		Lokesh Singh HR Executive at Icreon Communication
	Amber Rajput Sr. Account Executive at Gannon Dunkerley Company Ltd.		Valbhav Pal HR Executive at GI service Ltd		Suresh Gajendran Assistant General Manager at Bank of Baroda		Priti Ridla HR Admin
	Aman Singh Asst Accounts Manager at GI Service Ltd		Priyanka Gupta TimeWatch Infocom Pvt Ltd As a Senior HR & Admin		Pulkit Sharma As an Account Executive at NS Enterprises		Gourav Sharma HR Executive at JRG Group

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## Our Associated Partners

**Please Find the Course Duration Details as below Next Page...**

**Head Office - 401- 402, 4<sup>th</sup> Floor, D-30, Siddharth Complex, Near Laxmi Nagar Metro Station, Opp Metro Pillar  
No. 33, Nearest Domino's, Laxmi Nagar, New Delhi - 110092**



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*Classes and Course can be designed / Customized as per request.  
Classes are available on weekdays and weekend.*

Course Modules	Course Duration (Hours)	Duration (Weekend) (Sunday)	Duration (Weekdays) (Tue. - Fri.)
Module 1 - 2	60 - 70 Hours	2 - 3 Months	1.5 - 2 Months
Module 1	15 - 20 Hours	1.5 - 2 Months	2 - 3 Weeks
Module 2	15 - 20 Hours	1.5 - 2 Months	2 - 3 Weeks

#### Online Payment Method:-

Name - TALENT MAGNIFIER  
Bank Name - AXIS BANK  
A/C No. - 918020106493753  
IFS CODE - UTIB0002685

**Thanks & Regards,**

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