

- **What is payroll in India?**
 - Developing organization policies
 - Defining components in payslip
 - Payroll inputs
 - Calculation of gross salary, statutory as well as non-statutory deductions, and arriving at the net pay
 - Releasing employee salary
 - Depositing dues like TDS, PF, etc. with appropriate authorities and filing returns.
- **What are the important elements of salary structure?**
 - Cost To Company
 - Gross Salary
 - Net/ In hand salary
 - Allowance
 - Perquisites
 - Retirals (PF/ Gratuity/Superannuation)
- **Other Elements of Payroll in India.**
 - Payslip
 - Form 16
 - Reimbursements
 - Incentives and Bonus
 - Income Tax
- **CTC structure Designing**
 - Payroll components
 - Gross Income
 - Gross Deduction
 - Net salary
 - Discretionary pay
- **Step by Step payroll process**
 - Pre-Payroll Activities
 - Actual Payroll Activities
 - Post-Payroll Activities
- **Leave Management**
 - Unpaid leave
 - Paid Leaves
 - Loss of Pay
 - Leave Encashment
- **Payroll statutory compliance**
 - PF
 - ESIC
 - Gratuity

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- Bonus
- PT
- TDS

- **Income tax in India**
 - Income tax Slab rates of FY 2023-24
 - Different types of regimes
 - Income Tax Returns
 - Tax Fillings (Employer and Employee Perspective)
 - Why to file taxes
 - Form-16
- **Payroll-Finance Audit**
 - Annual Audit with external auditor
- **Excel Learning**

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