

## COMPLETELY PRACTICAL & ADVANCED HR TRAINING

YOU CAN GET UPDATED MANAGEMENT SKILLS WITH ONLINE PROCESS OF HR ACTIVITIES

PRACTICAL HIGHLIGHTS OF TRAINING:

### I. PAYROLL AND COMPLIANCE'S

#### 1. Time Office Functions

- Monitor and ensure all employees punching details
- Daily downloading the attendances by punching machine
- Updating daily attendance and Leave requests
- Filing the Leave slips and preparing the Absenteeism report and Absenteeism ratings
- Updating of Miss-punches, Late coming slips, early going slips and out passes attendances
- Issuing long leave memo
- Preparing Time Office Calendar (TOC)
- Staff movement registers
- Contract employees' movement registers
- Shift Schedule chart

#### 2. Salary process & monthly activities

- Formulation of CTC Break up
- Updating the monthly attendance sheet to Salary payroll software
- Including new joiners in the Payroll cycle / cross verification
- Validate the Left employees salary inputs and Left date
- Generate the Payroll sheet
- Validate all salary components are in place or not
- Calculate the salary components and run the month payroll
- Generate the Monthly attendance and Wage register in prescribed formats, (Muster Roll Cum Wage Register), FORM-T, FORM-20, FORM B, D.
- Generating payslips of all employees
- Payslips delivery conformation
- Income Tax filing (IT)
- TDS computations

### **3. Statutory Compliance's**

#### **A) Employee Provident Fund (EPF)**

- EPF Benefits Awareness
- EPF Death Claim Process
- VPF Request Updating
- UAN number creation, ECR upload, ECR file creation, Challan generation
- PF online payment, PF DOE Updating, KYC update, online PF claims
- Online process of Form-19 and Form 10C, Form-31
- PF Returns filing
- PMRPY Scheme and eligibility criteria

#### **B) Employee State Insurance (ESIC)**

- IP generation, Monthly challan generation & payment, ESI card update, ESI IP deletion, ESI contribution statement generation, IP dispensary addition and change
- Maternity benefit claims.
- Professional Tax (Karnataka)  
PT remittance process and calculations, PT monthly returns, Annual returns filing  
Statutory Forms & Checklist
- Submission of Monthly / Annual Returns

#### **C) Advanced MS Excel & MS Word**

- Vlookup & Hlookup
- Pivot Table & Chart
- Auto & Advanced Filters
- Sort & Sub Total
- Data Validation
- Conditional Formatting
- Mail Merge for Letters & Payslips

#### **D) Important HR calculations & formulas**

- PF challan calculations
- ESIC remittance calculations
- Bonus formula
- Gratuity formula
- Salary workings formulas
- Absenteeism formula
- Attrition formulas
- F&F ( Full and Final settlement calculations )
- TDS computation formula
- PT formula

## **II. Human Resource Management**

### **1. Talent Acquisition**

- Manpower Planning (Role play)
- Manpower budgeting
- Standard Operating Process (SOP explanation)
- Manpower requisition form (Practical)

### **2. Practical Recruitment**

- A. Direct Recruitment**
- B. Indirect recruitment**
- C. Selection process**

### **3. On boarding Process**

- Joining Formalities & Documentation
- On Boarding Process
  - Induction and orientation of organisation
- Personnel File Management
- MIS Reports to prepare recruitment tracker and keep information to the management with statistics..
- Job Portals Training

### **4. Induction & Orientation**

- Power Point Induction Presentation
- Floor Induction & Procedure
- Employee Orientation Process

## **III. HUMAN RESOURCE ADMINISTRATION AND DEVELOPMENT**

### **1. HR Administration**

- Balanced Score Card
- SWOT Analysis
- Reward & Recognition

### **2. Performance Management System**

- Management by Objectives (MBO)
- Appraisal Reviews & Reports

### **3. Training & Development**

- Learning & Development
- Training Need Analysis
- Gap Identification & Analysis
- Training Calendar Preparation
- Training Efficiency Assessment

### **4. Exit Process / Full & Final Settlement**

- Employee Off Boarding Process
- Knowledge Transfer Formalities
- Handing & Taking Over Formalities
- Employee Exit Formalities
- Full & Final Settlement

## **IV. LABOUR LAWS AND INDUSTRIAL RELATIONSHIP**

### **Labour Laws**

- The Factories Act .1948
- Workman compensation Act, 1923
- Minimum Wages Act. 1948
- Payment of Bonus Act, 1965
- Payment of Gratuity Act, 1972
- Contract Labour Act, 1971
- Maternity Benefit Act, 1961
- Shops & Commercial Establishment Act, 1961
- **Industrial Dispute Act, 1947**  
Domestic Enquiry, Standing orders, Charted of Demands,  
Trade unions, Disciplinary, Actions

### **HR Added Advantages**

- EOHS Audit support
- ISO Documentation
- Labour Welfare Fund
- Resume preparation
- Registers to be maintained at Site as per statutory compliances

### **HR Added Advantages**

- How to face interview
- PPT Presentations
- Soft skills and Letter drafting
- Notice Management
- Standing order approval
- Resume Preparation

## **DEPARTMENT VISITS AND DEPARTMENTAL GUEST CLASSES**

**\*\*\*\*\*WE WILL GUARANTEE YOU 100% JOB ASSISTANCE\*\*\*\*\***