



HR TRAINING COURSE MODULES

1. **LABOUR LAW & STATUTORY COMPLIANCES**
2. **PAYROLL MANAGEMENT**
3. **HR GENERALIST AREA**
4. **CORE HR DOMAIN**
5. **INTERVIEW SESSION**
6. **PRACTICAL SESSION**

1. **LABOUR LAW & STATUTORY COMPLIANCES**

1. **ESI ACT-1948**

- a) ESI-Act
- b) Eligibility
- c) Contributions From Both Employee & Employer
- d) Filing(Monthly & Half Yearly)
- e) Calculations
- f) Filling The Forms
- g) Benefits

2. **PF ACT-1952**

- a) PF-Act
- b) Eligibility
- c) Contributions From Both Employee & Employer
- d) Filing(Monthly & Yearly)
- e) Filling The Forms
- f) Calculations
- g) Benefits

3. **GRATUITY ACT-1972**

- a) Coverage &Eligibility
- b) Calculations
- c) Tax Exemptions Limit

4. **BONUS ACT-1965**

- a) Coverage & Eligibility
- b) Calculation
- c) Bonus Limit



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5. FACTORY ACT

2. PAYROLL PROCESSING

1. The pay structure (Basic, HRA, DA, Conveyance, Medical allowance, Lunch allowance etc)
2. Leave management (CL, EL,SL)
4. ESI, PF Regulations
5. Wages and Salary Administration
6. Legal Compliances
7. Legal requirement under Factories Act such as registration, preparing and sending periodical returns

CONTRACT LABOUR ACT

1. Registration under contract labour act
2. Labour law regulations
3. Compliance under C L Act

6. PROFESSIONAL TAX

Pt- Slab Proces

9TDS (Salaried People)

- a) Slab Process Of TDS
- b) Calculation of TDS For Men, Women ,Senior Citizens
- c) Education Cess
- d) Routine Tax Planning
- e) Tax Exemptions Under different Sections

With all these you ll be in a position to design CTC, design Gross Salary breakup with regard to minimum wages act, Income Tax exemptions.

You ll have in-depth knowledge on all the areas of PF, ESI, PT. Payroll structure, Calculations Forms, Formats & Due dates etc., including Income Tax, TDS & Tax Planning for employees up to form 16

3. HR GENERALIST AREAS LIST

- A) MIS Reports Advanced Excel reports with shortcut keys and formulas, i.e.- b)Pivot Table, Goal Seek, Auto & Advanced filters, lookup, Splits and Freeze panes which is used to prepare MIS Reports.
- c) Policy Implementation.
- d) Performance Management System.
- e) Competency Mapping.
- f) SWOT Analysis.



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4. CORE HR DOMAIN LIST

- a) Man power planning
- b) End to End Recruitment process
- c) Joining formalities and relieving procedures
- d) Induction
- e) Training and Development
- f) ER Management
- g) Exit Interviewees
- h) Attrition Issues
- i) Effective Retention Policies

5. INTERVIEW S SESSION

- Preparing Perfect Resume
- Interview Tip
- How to Face Interview
- Preparing Interview questions

6. PRACTICAL SESSION

- PF in Excel sheet
- ESI in Excel sheet
- Professional Tax
- Work on payroll software
- MIS Reports in Excel sheet
- Advanced Excel reports with shortcut keys and formulas, i.e., -- Pivot Table, Goal Seek, Auto & Advanced filters, Vlookup, Hlookup, Splits and Freeze panes which is used to prepare MIS Reports.