



**THE INSTITUTE OF
PAYROLL TRAINING AND MANAGEMENT**
India's Leader in Payroll Education

**Indian Payroll and Compliance
Training & Certification Course**



THE INSTITUTE OF PAYROLL TRAINING AND MANAGEMENT

Est. 2007 • ISO Certified • 5,000+ Students Trained

INDIAN PAYROLL TRAINING COURSE

Payroll Processing • Statutory Compliance • HRMS Software • Certification

17+

Years of
Excellence

5,000+

Students
Trained

4.9★

Google
Rating

100%

Online
Classes

ENROLL NOW

www.iptm.org.in

+91 8766-243-879

NEW BATCH • FREE DEMO • SAT & SUN • 8:30 AM - 11:00 AM • 100% ONLINE VIA ZOOM

About IPTM

- ★ India's most trusted payroll training institute
- ★ Established February 2007 - 17+ years of excellence
- ★ ISO Certified institution
- ★ 5,000+ students trained across India & abroad
- ★ 4.9★ rated on Google by working professionals
- ★ PayrollPedia - India's payroll knowledge resource

LEARN · DEVELOP · UPGRADE · GROW

Our Story

The Institute of Payroll Training and Management - popularly known as IPTM Noida - was established in 2007 to provide professional education, skill development and training for Payroll Processing & Statutory Compliance in India.

We provide career-oriented and professional payroll training for Indian statutory compliance and direct taxation - certifying students as 'Payroll Professionals' to get opportunities for professional networking, career growth and business development.

Our motto: Payroll is my Passion.

Professional Certification

Industry-recognized CIPT
& CPPI certifications

100% Online Live Classes

Zoom sessions every
Saturday & Sunday

Job Placement Support

PAN India payroll vacancies
& network

COURSE AT A GLANCE

Indian Payroll Training & Certification Course - Everything you need to know



Course Duration

2-3 Months



Training Days

Sat & Sun



Class Timing

8:30 - 11:00 AM



Training Mode

100% Online



Class Platform

Live on Zoom



Total Hours

50+ Hours



Certification

CIPT / CPPI



Course Fee

Rs. 12,900/-



Recorded Videos

Daily Sharing



HRMS Practice

**Greythr,
HROne**



Excel Training

30+ Formulas



Exam Mode

Online Exam

COURSE SYLLABUS

Structured into 4 comprehensive modules - 30 classes covering the complete Indian payroll ecosystem

MODULE 01: Overview of Payroll Management

01

- ▶ Role of Payroll Department in an Organization
- ▶ Income Under Head Salaries - Income Tax Act
- ▶ Salary Components: Fixed & Variable (CTC)
- ▶ Claim & Reimbursement Management
- ▶ Attendance, LOP & Full & Final Settlement

MODULE 02: Labour Law & Statutory Compliance

02

- ▶ EPF - Employees' Provident Fund Act, 1952
- ▶ ESI - Employees' State Insurance Act, 1948
- ▶ Professional Tax - PTAX (State-wise)
- ▶ Labour Welfare Fund - LWF (All States)
- ▶ TDS - Tax Deduction at Source & Form 16

MODULE 03: Tax Saving Deductions & Exemptions

03

- ▶ Chapter VI-A Deductions (80C, 80D, 80G...)
- ▶ Investment Proof Validation & Reimbursements
- ▶ HRA, LTA, Leave Encashment & Gratuity
- ▶ Entertainment Allowance & Professional Tax
- ▶ Interest on Housing Loan u/s 24(b)

MODULE 04: Payroll Processing & MIS Reports

04

- ▶ Gather Payroll Inputs & Employee Setup
- ▶ Apply Compliance Rules & Tax Computation
- ▶ Payroll Verification - Step by Step
- ▶ Salary Slips, Bank Transfer & MIS Reports
- ▶ Statutory Reports: PF, ESI, PT, Form 24Q & 16

WHAT YOU WILL LEARN

✓ Indian Payroll Processing	✓ Payroll Input & Output	✓ Income Tax - The Income Tax Act, 1961	✓ New Labour Codes (4 Labour Codes)
✓ Income Tax Slab & Calculation	✓ Income Tax Formulas in Excel	✓ Tax on One-time Income & Arrear	✓ Type of Allowances - Taxable & Non-Taxable
✓ HRA & LTA Exemptions	✓ LOP - Loss of Pay Calculation	✓ Full & Final Settlement (FnF)	✓ Gratuity - Payment of Gratuity Act, 1972
✓ Bonus - Payment of Bonus Act, 1965	✓ ESI - Employees' State Insurance Act, 1948	✓ PF - EPF Act, 1952 (PF, EDLI & Pension)	✓ PT - Professional Tax (State-wise)
✓ LWF - Labour Welfare Fund (All States)	✓ Perquisites (Perks) u/s 17(2)	✓ Tax Saving - Chapter VI-A (80C, 80D...)	✓ Excel VBA for Payroll
✓ HRMS - Live Software Practice	✓ Live Payroll (Real Company Examples)	✓ Payroll MIS Reports	✓ AI Tools for Payroll
✓ Marginal Tax Relief	✓ Investment Proof Validation	✓ Income from House Property	✓ Interview Preparation

PRACTICAL TRAINING & TOOLS

Hands-on experience with real tools used by India's top payroll departments

EXCEL & VBA TRAINING

- ▶ Master 30+ payroll-specific Excel formulas
- ▶ Build automated salary calculators
- ▶ CTC structuring and salary slip templates
- ▶ Income tax computation sheets
- ▶ VBA macros for payroll automation
- ▶ PF, ESI and TDS calculation tools
- ▶ MIS reporting dashboards
- ▶ Full & Final settlement calculators

LIVE HRMS SOFTWARE

Each student gets a unique login ID & password to practice on real HRMS software - the same tools used by India's leading companies.

Greythr

India's most popular payroll & HR software

HROne

Enterprise HRMS - used by 2,000+ companies

Zenscale

Cloud-based ERP & payroll solution

Training Partner of Greythr · HROne · Zenscale

WHO CAN JOIN?

This course is designed for anyone who wants to build or advance a career in payroll & HR



Fresh Graduates

B.Com, M.Com, MBA (HR/Finance), BBA graduates looking to start a career in payroll



HR Professionals

Working HR generalists who want to add payroll skills and improve salary & promotions



Accounts Staff

Accounts & finance professionals who want to specialize in payroll processing & TDS



Employers / Managers

Business owners and managers who want to understand payroll compliance & cost



Career Changers

Professionals from any field wanting to transition into the high-demand payroll domain



Working Professionals

Night shift or busy professionals - attend via recorded videos at your own convenience

CERTIFICATION & EXAM

01

**Register
& Enroll**

Pay course fee & get instant access
to student portal

02

**Attend
Training**

Live Zoom classes every Sat & Sun,
8:30–11 AM

03

**Practice &
Assignments**

Daily homework on Excel & HRMS
software

04

**Appear in
Online Exam**

1-hour online exam - open
throughout the year

05

**Get
Certified**

Receive CIPT/CPPI certificate with
your grade

CERTIFICATION LEVELS

≥ 60%

BASIC

Certificate in Indian
Payroll Training (CIPT)

≥ 70%

ADVANCED

Certified Payroll
Professional India (CPPI)

≥ 90%

EXCELLENT

CPPI with Distinction
- Highest Honor

WHAT OUR STUDENTS SAY

Rated 4.9 ★ on Google • 5,000+ students trained across India and abroad



"Best training institute for Indian payroll. The faculty is very knowledgeable and the course content is extremely practical."

- Seema Walia, Delhi



"Best payroll course in India. I joined after working in HR for 2 years and now handle complete payroll for 500+ employees. IPTM made this possible."

- Mohit Yadav, Noida



"Joined from Mumbai and attended all sessions online. The Zoom classes felt like a real classroom. Got certified and landed a payroll manager role."

- Tarun Saxena, Mumbai



"As a working professional, the Saturday–Sunday batch was perfect. Study notes are detailed and faculty responds to queries promptly."

- Geeta Nair, Bangalore



"IPTM gave me in-depth knowledge of New Labour Codes and statutory compliance. Got a salary hike immediately after completing the certification."

- Rohit Bansal, Jaipur



"Best investment for my HR career. After IPTM, I handle the full payroll cycle independently - from salary input to compliance filing."

- Puja Devi, Kolkata

FEE STRUCTURE & INCLUSIONS

Complete course package - everything included in one fee

COURSE FEE

Rs. 12,900/-

All Inclusive • No Hidden Charges

+ Rs. 295/- for Online Certification Exam

Payment Methods: Online · Card · NetBanking · UPI

WHAT'S INCLUDED

- ✓ Live Zoom Classes - Sat & Sun (8:30–11 AM)
- ✓ Recorded videos of every session (daily sharing)
- ✓ Printed study notes & statutory reference material
- ✓ 30+ Excel calculation sheets & templates
- ✓ HRMS software login (Greythr, HROne, Zenscale)
- ✓ Weekly assignments with trainer feedback
- ✓ Interview preparation guide
- ✓ Payroll job alerts via WhatsApp group
- ✓ Placement assistance - PAN India network

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Start Your Payroll Career Today

India's Most Trusted Payroll Training Institute Since 2007

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ENROLL NOW

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Become **Certified Payroll Professional**,
improve your skill, make your CV
stronger and start growing fast.

Book Free Demo Class



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