

THE INSTITUTE OF PAYROLL TRAINING AND MANAGEMENT

IPTM.ORG.IN

Overview

This was a demo session conducted by IPTM (Indian Payroll Training and Management). The objective of the session was to provide participants with information about the upcoming **Indian Payroll, Taxation and Compliance Training** batch, scheduled to start on **11 October**. Kumar Ajit hosted the session and explained the training structure, course content, fees, certification process, and career opportunities in detail.

Key Concepts and Theories

- **Indian Payroll Processing:** Complete training covering salary calculation, statutory compliance, and taxation.
- **Excel Automation:** Automating payroll calculations using Excel and VBA macros.
- **AI Integration:** Using AI tools such as Google NotebookLM and ChatGPT.
- **Compliance Framework:** PF, ESIC, Professional Tax, LWF, Minimum Wages, Bonus, Gratuity, etc.
- **Income Tax:** Old and New Tax Regimes, TDS calculation, exemptions, and deductions.

Important Questions Raised

- Can complete beginners join this course?
- If someone has office work on Saturday, can they attend only the Sunday classes?
- Is this training also useful for international payroll?
- What is the certification examination process and how many attempts are allowed?
- How will participants receive updates when rules and regulations change?

Key Takeaways and Summary of Learning Objectives

- IPTM conducts two batches every year, one after the Budget and another in October.
- The training is not limited to payroll calculations; it also covers Excel, VBA Automation, and AI tools.
- Training sessions are conducted on Saturdays and Sundays, with each session being a minimum of two hours.
- The course duration is approximately 2.5 months, from October to the end of December.

- Certification requires an online examination, with three attempts available.
 - Video recordings, notes, and the database app are available for missed classes.
 - Training is conducted in a Hindi-English mixed language.
 - Registration is done through the IPTM website.
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Topic 1: Training Structure and Content

The training is divided into four major parts.

The first part covers basic payroll concepts such as the definition of salary, fundamentals of income tax, and the payroll calendar.

The second part covers practical payroll calculations, including CTC structure, HRA, LTA, Gratuity, Bonus, Minimum Wages, PF, ESIC, Professional Tax, and LWF.

The third part teaches automation of calculations using Excel Automation and VBA Macros.

The fourth part includes practical exercises on HRMS software and preparation for the certification examination.

Each topic is taught in three stages:

- **Theory:** Understanding the concepts of the topic.
- **Excel Calculation:** Performing calculations using Excel formulas.
- **VBA Automation:** Converting Excel formulas into VBA functions.

Participants are provided with a database of **4,000 employees** for practice. More than **82 Excel formulas** are taught. The training also includes the use of AI tools such as **Google NotebookLM, ChatGPT, and Claude**.

Relevant Q&A

Question (Komal Mishra): When will the HRMS software login be provided after practicing in Excel?

Answer (Kumar Ajit): First, participants will learn topic-wise calculations in Excel. After completing the complete training, they will receive the HRMS login ID and password, where they can verify their calculations.

Question (Zoom User - Sonali): I have absolutely no knowledge of payroll. Can I take this course?

Answer (Kumar Ajit): Yes, you can. However, it is important to have the intention to immediately apply what you learn. If your husband is a Chartered Accountant and works in payroll, you can apply the learning together, which can help maintain your interest in the subject.

Topic 2: Registration, Fees and Certification Process

Registration Process

- Visit the IPTM website and click on the "Enroll" option.
- You will be redirected to the Class Plus app.
- Enter the correct postal address so that study materials can be delivered by post.
- After registration, you will receive access to the WhatsApp group and Student Login.

Facilities Provided After Training

- Video recordings of every class.
- Digital and physical study notes delivered by post.
- Employee database for practice.
- HRMS software login.
- Updates through the WhatsApp group.
- Job updates and placement assistance.

Certification Process

- After completing the training, participants have to take an online examination.
- Three attempts are available, with a one-week gap between attempts.
- The certification fee is paid only once.
- The examination is conducted under video proctoring and can be taken from anywhere.

Relevant Q&A

Question (Satya): Do we have to pay separately for the three certification attempts?

Answer (Kumar Ajit): No. The fee is paid only once. All three attempts are included in the same fee. After each unsuccessful attempt, another attempt can be taken the following week.

Question (Pranjal): What will be the mode and duration of the examination?

Answer (Kumar Ajit): The examination is conducted online under video proctoring. If there is a connectivity problem, the participant can log in again on the same day. During the training, a one-hour session is conducted to explain the examination portal and preparation process.

Question (Annuj): I am a student from the previous April batch. Can I join the October batch?

Answer (Kumar Ajit): Yes. Contact IPTM on their official number. You will continue to have access to the previous batch recordings, and there will be no additional fee for joining the new batch.

Topic 3: Career Opportunities and Placement Support

IPTM does not provide direct job placement, but it provides the following support:

- **Job Updates:** Information about payroll jobs across different states and regions through the WhatsApp group.
- **Community Network:** A community of payroll professionals where job opportunities are shared.
- **Interview Preparation:** Hard-copy interview questions and mock interview sessions.
- **Outsourcing Company Network:** Kumar Ajit's network with payroll outsourcing companies.

Payroll training is particularly useful for people who want to:

- Move from Recruitment or Operations into a payroll career.
- Become an HR Generalist.
- Restart their career after a career gap.
- Add payroll outsourcing services to their CA or accounting business.

Relevant Q&A

Question (Avinash): I have five years of corporate experience but no payroll experience. Can I apply for payroll jobs after completing this course?

Answer (Kumar Ajit): Yes, you can apply. However, your CTC expectations should be aligned with your payroll experience. Companies may consider hiring you based on your other skills and capabilities.

Question (Avinash): Is this course only for Indian payroll, or can I also learn international payroll?

Answer (Kumar Ajit): The course focuses on Indian payroll. However, after learning Indian payroll, you can also work in payroll roles in countries such as the UK, US, Singapore, and Dubai because the basic payroll concepts are similar.

Question (Kavya Ankolekar): I want to move from Recruitment Operations to an HR Generalist role. Is this course sufficient?

Answer (Kumar Ajit): To become an HR Generalist, knowledge of Shared Services along with payroll is also important. First, learn payroll through this course and then learn Shared Services through a webinar or short-term course.

Topic 4: Compliance and Regulatory Updates

Regular updates are very important in payroll. IPTM provides updates through:

- Immediate updates through the WhatsApp group.
- App notifications.
- Discussions during classes.

Some recent important changes mentioned during the session were:

- Changes in Minimum Wages in more than 19 states from 1 October.
- ESIC calculation should be based on Basic + DA instead of Gross Salary.
- Four new Metro Cities were added under Budget 2025-26, taking the total to eight Metro Cities.
- Changes in LTA.
- PF limit increased to ₹25,000.
- The Income Tax Act, 1961 will be replaced by the new Income Tax Act, 2025.
- CPI in Kerala changed from 27.

Relevant Q&A

Question (adonis): How will we be informed when rules and regulations change?

Answer (Kumar Ajit): IPTM provides information about changes through the WhatsApp group and app notifications. Kumar Ajit also personally shares updates and discusses them within the community.

Question (Chetan): Due to the new Minimum Wages rules in Karnataka, we are moving skilled employees to the unskilled category. Is this correct?

Answer (Kumar Ajit): This is not appropriate. Violation of Minimum Wages is a serious matter and may attract a penalty of ₹50,000 per day under the Code on Wages. Instead, Special Allowance can be adjusted to bring the CTC in line with Minimum Wages without additional cost.

Question (Shivam Sharma): If a new regulatory change is introduced during the training, will we receive help in implementing it?

Answer (Kumar Ajit): The change and the process for implementing it will be explained in class. However, direct assistance in making the changes inside the HRMS software will not be provided. The concept and process will be clearly explained.

Actionable Next Steps / Assignments

- Register on the IPTM website and pay the fee before 11 October.
- Enter the correct postal address during registration to receive study materials.
- Download the Class Plus app and receive the Welcome Kit.
- Join the WhatsApp group.
- Block Saturdays and Sundays in your calendar from October to December.
- Practice using the Income Tax and CTC Calculator tools available on the IPTM website.
- Attend the first introductory session on 11 October at 9:00 AM.

Supplemental Resources

- **IPTM Website:** Registration, course materials, and Payroll Tools such as Income Tax Calculator, CTC Calculator, and Compliance Tools.
- **Class Plus App:** Class recordings, notes, database, and Student Login.
- **Google NotebookLM:** AI tool used to create videos, audio, and questions from study notes.
- **ChatGPT / Claude:** AI assistance for payroll calculations.
- **UMANG App:** Creating UAN numbers and completing KYC for employees.
- **EPFO Website:** ECR uploads and PF-related activities.
- **ESIC Website:** IP Link and ESIC-related activities.