

# Course : Managing your social security returns

*Practical course - 2d - 14h00 - Ref. PRD*

*Price : 1320 € E.T.*

Every company is subject to various social declarations. What are your obligations? How do you comply? This training course will help you understand the importance of these obligations, and protect you from any disputes. You'll also learn how the various social security slips and declarations work.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Determining payroll taxes
- ✓ Respect the clauses of the various declarations
- ✓ Protect yourself from the risk of litigation
- ✓ Managing social control

## Intended audience

Ce cours s'adresse aux membres des services paie, comptables uniques de PME, chefs d'entreprise souhaitant produire ou assurer la supervision des différentes déclarations sociales.

## Prerequisites

Payroll basics.

## Practical details

### Hands-on work

Alternating application exercises and case studies. Experience sharing.

## Course schedule

### PARTICIPANTS

Ce cours s'adresse aux membres des services paie, comptables uniques de PME, chefs d'entreprise souhaitant produire ou assurer la supervision des différentes déclarations sociales.

### PREREQUISITES

Payroll basics.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Determining payroll taxes

- Types of contribution.
- Social security contribution, autonomy solidarity contribution, FNAL contribution.
- Transport payment.
- AGS and unemployment insurance.
- Executive and non-executive pensions, APEC.
- Social security contributions.
- Apprenticeship tax and apprenticeship development contribution.
- Participation in training and construction.

### Hands-on work

Determine gross salary, social security organizations and declaration dates.

## 2 Social and tax treatment of certain salary components

- Termination indemnities.
- Benefits in kind.
- Reimbursement of expenses.

### Hands-on work

Determine contribution bases.

## 3 Determining contribution bases

- Contribution bases.
- Determining ceilings.

### Hands-on work

Determining the contribution base.

## 4 Les allégements de charges

- The TEPA law and ACRE beneficiaries.
- Special target groups: apprentices, employees in ZRR zones.
- Fillon reduction.

### Hands-on work

Determine the amount of the Fillon reduction.

## 5 Social security returns

- Legal requirements: due date.
- Social declaration institutions: DSN and DSN EDI.

### Hands-on work

Preparation of URSSAF declarations.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 6 Annual declarations

- DADS-U.
- Filing deadlines.
- Remuneration limited to the ceiling.
- Allowances for professional expenses.
- Study of special bases (subsidized contracts).
- Withholding tax.
- CSG and RDS.
- Other declarations: disabled persons, apprenticeship tax and payroll tax.

## 7 URSSAF inspection procedure

- Anticipation: social rescript.
- The control process.
- Documents to be submitted.
- Recourse.

### Hands-on work

Social control simulation.

## Dates and locations

### REMOTE CLASS

2026 : 4 June, 8 June, 10 Sep., 22 Sep., 12 Nov.,  
7 Dec.

### PARIS LA DÉFENSE

2026 : 8 June, 10 Sep., 7 Dec.