

# Course : Payroll management and social obligations certification course

**Skills block of RNCP 35878 title**

**Practical course - 9d - 63h00 - Ref. ZGO**

**Price : 4950 CHF E.T.**

NEW

This course corresponds to Block 7 of the state-approved RNCP 35878 Level 6 (Bac +3) "Human Resources Manager" qualification. It will enable you to master all payroll-related obligations, analyze pay slips, apply legal and collective bargaining rules on remuneration and working hours, manage social security declarations and calculate charges and allowances. These are the key skills needed to ensure the security and reliability of your company's social management.

## Teaching objectives

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

- ✓ Know the new obligations when hiring a new employee
- ✓ Applying safety obligations
- ✓ Determining payroll taxes
- ✓ Respect the clauses of the various declarations
- ✓ Distinguish between remuneration elements to calculate salaries
- ✓ Preparing pay slips based on working hours and absences
- ✓ Drawing up a pay slip based on contributions and various ceilings
- ✓ Calculate severance pay and final settlement.

## Intended audience

Anyone wishing to manage payroll and social obligations.

### PARTICIPANTS

Anyone wishing to manage payroll and social obligations.

### PREREQUISITES

Etre titulaire d'un bac + 2 validé ou être de niveau bac + 2 possédant une expérience professionnelle de 3 ans minimum (sans prérequis en RH) ou titulaire d'un Bac et possédant une expérience professionnelle significative (5 ans minimum).

Les justificatifs lui seront demandés par SUP des RH.

Pour les personnes ne répondant pas à ces critères, il est possible de demander une étude en commission pour la Validation des Acquis Professionnels (VAP).

### 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.

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## Certification

Bloc de compétences " Gestion de la paie et des obligations sociales " ("Payroll management and social obligations"), part of the "Chargé des ressources humaines" professional certification, issued by SUP des RH. Registered in the répertoire national des certifications professionnelles, under number 35878, by decision of the Director General of France Compétences dated 15/09/2021.

## Course contents

This course consists of the following modules :

### Payroll and social security contributions, the basics

Ref. PAI - 3 days  4 / 5

### Payroll and social security contributions, advanced

Ref. PCS - 3 days  4 / 5

### Managing your social security returns

Ref. PRD - 2 days  3 / 5

## Course schedule

### 1 HR legal news: the latest reforms

- Obligations related to hiring.
- Employee relations.
- Health and safety in the workplace.
- All the latest news.

### 2 Managing your social security returns

- Determine payroll taxes.
- Social and tax treatment of certain salary components.
- Determining contribution bases.
- Tax relief.
- Social security returns.
- Annual declarations.
- URSSAF control procedure.

## 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 to review your request and its feasibility.

### 3 Payroll and social security contributions, the basics

- The pay slip: presentation.
- The different elements of remuneration.
- Working hours and pay slips.
- Record absences.
- Social security contributions.
- Last pay and final balance.
- Drawing up a payslip.

### 4 Payroll and social security contributions, advanced

- Remuneration for working time.
- Benefits in kind and business expenses.
- Social security contributions and reference ceilings.
- Contributions to supplementary pension schemes.
- Withholding tax.
- DSN.

### 5 Certification

- SUP des RH contacts the candidate directly to schedule the certification exam.
- End-of-module exam based on practical case studies, covering all block topics.
- Examination of pay slip analysis and compliance with pay and working time rules.
- Candidates will also be asked to complete standard documents relating to personnel administration (DPAE, Cerfa, etc.).
- Candidates are placed in a professional situation, so they have access to the Internet to search for information.
- Written test on PC with Internet access.

## Dates and locations

### REMOTE CLASS

2026 : 11 Mar., 3 June, 16 Sep., 7 Dec.