4th Oct`2022

HR Recruitment & Payroll Management System Training

S NO	Description	No of Hrs
1	**HR Recruitment & PMS Online Training**	8 Hrs
2	Payroll Management, components of salary, Introduction to Performance management	2 Hrs
3	Introduction of New Labour Act 2022	2 Hrs

Topics Covered:

HR Recruitment:
- Introduction to recruitment
- Identify the hiring need
- Devise a recruitment plan
- Writing a job description
- Advertising the position in job portals
- Review applications
- Phone Interview/Initial Screening
- Interview Scheduling
- Applicant Assessment
- Background Checks
- Decision making
- Reference Checks
- Preparing Job offer letters
- Hiring & Onboarding

PMS (Payroll Management System):
- Understanding PMS
- Calculating Salary components (ESI, PF, Allowances. Etc)
- Running a payroll using a software.

Labour Law: -

The study of labour and industrial law envelops various aspects of industrial relations and labour welfare enactments made in the pre and post-independence era. The present Government is committed to the reform of labour legislation in the country as a part of doing ease of doing business and simplifying all social security legislations.
The consolidation of all 29 laws into 4 Labour Codes made a new era of social security and Industrial Laws of the country. The Government wants these Codes to be implemented in all states of India uniformly.

1.Introduction
2.Government Policies
3.History of Labour Laws in the Country
4.History: Previous Social Legislations in India
5.National Labour Commission Reports, its significance

The Code on Wages 2019 – An Introduction
Minimum Wages, Floor Wages, Central and State Advisory Board
Payment of Wages, Deductions & Recovery, Fines
Equal Remuneration
Bonus

Social Security
ESIC Benefits
EPF
Gratuity
Maternity Benefit

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Assessment of 50 MCQs based on above.

Thank you