



International Payroll Academy

London SAM

LondonSAM Poland

We are an international company specializing in finance & management training and supplying top education services to many business sectors.

Since our operation began in Poland, we have successfully trained over five thousand people, including top managers from different business environments and our clients have frequently confirmed the quality of our trainings. We have had a pleasure to work with Hitachi Vantara, PMI, Electrolux, ArcelorMittal, PerkinElmer, Motorola, Infosys and Shell, which is a great recommendation for LondonSAM to our prospective clients – Thank you!

Our partners help us supply the best quality tuition, which translates into exceptionally high level of our training services. Here, we would like to mention ACCA (Association of Chartered Certified Accountants) of which we are Tuition Provider, CIPP (Certified Institute of Payroll Professionals), PMI (Project Management Institute) and, as of late, INSEAD The Business School for the World, a France-based highly rated establishment. All that proves that we never stop developing and confirms the high standard of the services rendered by LondonSAM Poland.

The idea

The main concept of the Academy arose from the fact that HR Professionals working in finance shared services centers support clients located in various countries. These clients require payroll services to be delivered in full compliance with local payroll legislation. Therefore, experts working in SSCs must be equipped with at least general knowledge of the payroll, social security, and employment-related rules operating in their customers' countries in order to provide smooth, high-quality services.

The project consists of 5 workshops covering payroll topics for countries such as Poland, Italy, Germany, France, and UK.

Each country session lasts 1,5-training day, divided into 3 sessions focused on the payroll rules legally binding in a given country.

Benefits

- A unique project – one of its kind in South-East Europe
- First - hand knowledge from overseas HR experts
- Tailored training to participants needs
- All of the countries in one place, live on-line sessions

Training program

Session 1_ Labour Law:

- Employment Laws & Regulations
- Employment Contract
- Leave Types
- Termination of Employment Contract
- Salary Payment / Reasonable Wage
- Employment & Immigration Regulations

Session 2_ German Payroll Regulations Part I

- Payroll accounting process, gross wage calculation
- Calculation of tax deductions
- Calculation of social security contributions · Special contribution calculation in the sliding scale zone · Accounting for mini-jobbers
- DEÜV notifications, notification events in the current year · Monthly notifications
- Electronic income tax deduction characteristics
- Recording obligations: payroll account and payroll journal · Employer subsidy for maternity pay

Session 3_ German Payroll Regulations Part II

- Determination of the monetary benefit of private use of a company car
- Flat-rate income tax
- Settlement of company pension schemes and salary conversion
- Tax/social security treatment of one-off payments (holiday/Christmas bonuses, etc.)
- Annual financial statements
- Annual report to the employers' liability insurance association

Lecturer

Sven Haase

Sven is a Payroll professional with 25+ years of proven track record in Payroll operations and HR implementation & transformation, gained in various global corporations and European countries. With a focus on Payroll processes, HR systems and Compliance, his area of expertise overflows to Source Tax, Accounting, Social Security and Labor Law

Training details

Duration: 3 training sessions, 3 hours each

Dates: 16 March 2026, hours 9am – 12pm CET
17 March 2026, hours 9am – 12pm CET
18 March 2026, hours 9am – 12pm CET

Place: live on-line workshop, Zoom Platform

Language: English

Price: 560 EURO net + VAT – per participant

Discount:

For registration until:

- / 31 January - **20%** discount
- / 20 February - **10%** discount

Training program

Session 1_ Foundations of Italian Payroll

- Overview of payroll in the Italian regulatory context
- Key institutions: INPS, INAIL, Agenzia delle Entrate
- Glossary of essential payroll terminology (retribuzione lorda, imponibile, netto, contributi, IRPEF)
- National Collective Bargaining Agreements (CCNL): structure and impact on payroll
- Types of employment contracts
- Job levels and pay grades (inquadramento)
- Payroll Data & Components of Gross Salary

Session 2_ Contribution, Taxes&Payroll Calculations

- Social Security Contributions (INPS)
 - Employer vs employee contributions
 - Contribution rates by sector and contract
 - Calculation of contributive taxable base
- Workplace Insurance (INAIL)
- Personal Income Tax (IRPEF) & Withholdings
 - IRPEF brackets and progressive structure
 - Additional regional & municipal taxes
 - Tax credits and deductions
- Example payslip simulation

Session 3_ Payroll Operations, Payslip Management

- Absence & Leave Management (holidays, maternity)
- Calculating payroll impact of absences
- Payroll Processes & Monthly Operations (Monthly payroll cycle and deadlines, F24 payments, UniEmens, INAIL annual declaration)
- Payslip (Cedolino) Structure & Reporting
- Q&A and wrap-up session

Lecturer

Mauro Sommella

He is an enthusiastic Payroll professional with over 13 years of proven experience in Payroll Operations and HR Transformation, gained across multiple Fortune 500 companies and European countries. With a strong focus on Payroll processes, HR systems, and SOX Compliance, his expertise also extends to Total Rewards, HR Advisory, and Accounting.

Training details

Duration: 3 training sessions, 3 hours each

Dates: 16 March 2026, hours 1pm – 4pm CET
17 March 2026, hours 1pm – 4pm CET
18 March 2026, hours 1pm – 4pm CET

Place: live on-line workshop

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Training program

Session 1_ Concept of remuneration and types of pay:

- Characteristics of remuneration for work
- Classification of remuneration (employment-related, non-employment-related, fees/honoraria)
- Standards and rules for determining and paying remuneration
- Remuneration systems
- Mandatory and optional components of remuneration
- Calculation of employee remuneration (practical exercises)

Session 2_ From gross to net:

- Social security contributions and taxation of remuneration
- Tax and social security exemptions
- Remuneration for a partially worked month (practical exercises)
- Remuneration for overtime hours (practical exercises)
- Sickness and maternity benefits
- Paid and unpaid employee absences (holiday pay, remuneration for "force majeure" leave, care leave pay)
- Cash equivalent for unused leave (practical exercises)

Session 3_ Deductions from remuneration and the employer's public-law obligations:

- Protection of remuneration
- Mandatory deductions
- Voluntary deductions (practical exercises)
- Deductions from benefits
- Employee Capital Plans (PPK)
- DRA – rules for completion
- PIT – overview of PIT-4R and PIT-8AR
- Employer's total cost

Lecturer

Sabina Włodarz-Jarzyna

An experienced HR and payroll practitioner with 20 years of professional experience. She combines expertise gained in large organizations with consulting experience for external clients. She specializes in labor law, payroll processing, and HR and payroll audits. A graduate of the University of Warsaw and SWPS University, she also serves as a lay judge at the Regional Labour and Social Security Court in Warsaw, providing her with a procedural perspective on labor law. She is the owner of HR ASAP and co-owner of HR Daily Solutions Sp. z o.o.

Training details

Duration: 3 training sessions, 3 hours each

Dates: 19 March 2026, hours 9am – 12pm CET
20 March 2026, hours 9am – 12pm CET
23 March 2026, hours 9am – 12pm CET

Place: live on-line workshop

Language: Polish

Price: 560 EURO net + VAT – per participant

Discount:

For registration until:

- / 31 January - **20%** discount
- / 20 February - **10%** discount

Training program

Session 1_ Payroll information

- Context of the law
- Specific information regarding the Collective Bargaining Agreement
- On-boarding an employee
 - Employment contract
 - DPAE (pre employment Declaration)
 - Occupation médecine
 - registration for health insurance, death and disability
- Employee's rights during a valid work contract (every month pay-slip, various absences)
- Off-boarding
 - Reason of termination
 - Process and required documents to be shared with the employee

Session 2_ Advantages and employee savings

- Different advantages for the employees
- Benefit in kind
- Professional fees
- Employee savings (value-sharing bonus, profit sharing, incentive plan, RSU and stock options)

Session 3_ Social contributions and organisations

- Necessary informations when creating and closing a company in France
- Annual calendar for a French's payroll
- Social contributions
- Other compulsory obligations (training tax, professional meeting, economic and social committee, IDR accruals for retirement allowances, finance point)
- Questions

Lecturer

Anne Laure-Caratge

With over 15 years of experience in HR advisory, Anne supports international organizations in HR transformation, growth, and process optimization. She specializes in HRIS implementation, HR tool transformations, and large-scale HR projects, ensuring efficient and compliant HR practices. Proactive and solution-oriented, she delivers practical, lasting solutions and works fluently in French and English within multicultural environments.

Training details

Duration: 3 training sessions, 3 hours each

Dates: 24 March 2026, hours 9am – 12pm CET
25 March 2026, hours 9am – 12pm CET
26 March 2026, hours 9am – 12pm CET

Place: live on-line workshop

Language: English

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Training program

Session 1_UK Labour Law Essentials

- Core employment law sources and key legislation (Employment Rights Act, Equality Act)
- Employment status
- Working time and leave
- Termination: fair/unfair dismissal, redundancy, notice, PILON; 2027 change - unfair dismissal rights after 6 months.
- Pay rules: wage payment requirements, lawful deductions, NMW/NLW basics
- Immigration: right-to-work checks
- 2026–27 updates

Session 2_ Core Payroll Calculations & RTI

- PAYE framework
- National Insurance: Class 1 rules, thresholds
- Payroll cycle: inputs, validations, approvals, gross-to-net walkthrough, starters/leavers.
- RTI: FPS/EPS submissions, deadlines, student loans, irregular payments.
- Statutory payments
- Deductions: AEOs, DEAs, CMS orders, priority rules, voluntary deductions.

Session 3_ Benefits in Kind, Year-End & 26/27 Change

- BiK fundamentals: common benefits and cash-equivalent calculations.
- Payrolling vs P11D
- Mandatory payrolling from April 2027
- Deep dive: company cars, EVs, OpRA/salary sacrifice, accommodation, beneficial loans.
- PSAs: when to use them and how requirements shift post-2027.
- Termination tax rules
- Year-end: P60, P11D/P11D(b) final years, reconciliations, HMRC audits
- Q&A + worked examples

Lecturer

Nicola Wood

Global Payroll Professional with deep roots in UK operations, legislation and compliance. She has worked across the full payroll cycle for organisations of different sizes covering PAYE, National Insurance, statutory payments and benefits in kind. Nicola is particularly passionate about the people side of payroll. Her training style is practical and interactive, focusing on explaining complex rules in a clear and human way so it is understandable and actionable.

Training details

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