



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 6 workshops covering payroll topics for countries such as Italy, Germany, UK, Spain, Netherlands, and Switzerland. To this edition, we added special, AI in Payroll workshop.

Each country will be covered by two sessions – a Basic session and an Advanced session – allowing each participant to choose the workshop that best fits their needs and expectations.

Benefits

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

Training program

Introduction Session

- German Labour Law Essentials
 - Employment Contracts
 - Working time, Absences & Leave
 - Termination & Dismissal Protection
 - Key Legislation Overview
- Gross Salary, Social Security and Taxes
 - Salary Components & Benefits
 - Mini/midi-job Rules (Marginal Employment)
 - Social Security Branches & Statutory Contribution Rates
 - Wage Tax: Tax Classes & Brackets
 - Step-by-step Gross-To-Net Calculation Walkthrough
- Payslip & Payroll Operations
 - Interpreting a German Payslip
 - Monthly Payroll Cycle & Workflow
 - Statutory Reporting & Filing Deadlines

Advanced Session

- New regulations and planned developments

An update on the most relevant German payroll changes introduced recently and the developments expected to affect payroll processing in the near future.
- Practical cases

Real life examples covering relevant German payroll scenarios, supplemented with selected cases submitted by participants through the pre course survey.
- Q&A and professional payroll clinic

Questions from participants based on the survey and the topics discussed during the workshop.

Lecturer

Nicole Deinhofer

Nicole is a Payroll and Employment Law professional with over 15 years of experience in German and international payroll operations and compliance. She has extensive hands-on experience supporting global organisations through growth, transformation, and change. In addition to these core areas, her expertise includes employee lifecycle management, process automation, and payroll transformation initiatives.

Training details

Duration: 2 sessions, 4 hour each

Date: Intro Session: 29 October 2026, 8:30-12:30
Advanced Session: 6 November 2026, 13:00-17:00

Place: live on-line workshop

Language: English

Price: Introduction: 950 PLN net + VAT
Advanced: 1350 PLN net + VAT
Total: 2100 PLN net + VAT

For registration until:

- / 31 July - **20%** discount
- / 18 September - **10%** discount

Training program

Introduction Session

- Foundations of Italian Payroll
 - Introduction to the Italian Payroll System
 - Employment Contracts & Classification
 - Payroll Data & Components of Gross Salary
- Contributions, Taxes & Payroll Calculations
 - Social Security Contributions (INPS)
 - Personal Income Tax (IRPEF) & Withholdings
 - Workplace Insurance (INAIL)
 - Putting It Together: From Gross to Net
 - Payslip simulation
- Payroll Operations, Absences & Payslip Management
 - Absences & Leave Management
 - Payroll Processes & Monthly Operations
 - Payslip (Cedolino) Structure & Reporting

Advanced Session

- New regulations and planned developments
 - An update on the most relevant Italian payroll changes introduced recently and the developments expected to affect payroll processing in the near future.
- Practical cases
 - Real life examples covering relevant Italian payroll scenarios, supplemented with selected cases submitted by participants through the pre course survey.
- Q&A and professional payroll clinic
 - Questions from participants based on the survey and the topics discussed during the workshop.

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: 2 sessions, 4 hour each

Date: Intro Session: 28 October 2026, 8:30-12:30

Advanced Session: 4 November 2026, 8:30-12:30

Place: live on-line workshop

Language: English

Price: Introduction: 950 PLN net + VAT

Advanced: 1350 PLN net + VAT

Total: 2100 PLN net + VAT

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Netherlands

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Training program

Introduction Session

- Dutch payroll landscape, key authorities (Tax Administration, UWV, pension providers)
- Employment relationship classification
- Employment conditions (contracts, working hours, minimum wage, holiday allowance, bonuses)
- Structure of Dutch payroll (gross vs taxable vs net salary, deductions, employer costs)
- Dutch payslip overview (tax, social security, pension, reimbursements, benefits in kind, YTD data)
- Monthly payroll cycle (inputs, cut-off, validation, approval, payment, filing, corrections)
- Social security and statutory leave (sickness, maternity/ paternity, parental leave)
- Payroll treatment of allowances and benefits (travel, expenses, WKR, company car, bonuses)
- Starters, leavers, payroll journal entry, reconciliation and audit trail
- Escalation rules
- Practical case: setting up first Dutch employee payroll end-to-end

Advanced Session

- New regulations and planned developments
An update on the most relevant Dutch payroll changes introduced recently and the developments expected to affect payroll processing in the near future.
- Practical cases
Real life examples covering relevant Dutch payroll scenarios, supplemented with selected cases submitted by participants through the pre course survey.
- Q&A and professional payroll clinic
Questions from participants based on the survey and the topics discussed during the workshop.

Lecturer

Alwin van Dongen

Alwin van Dongen is an experienced Dutch payroll professional and founder of Payroll2Morrow. He helps organisations create clarity, control and predictability in Dutch and international payroll. His expertise includes payroll governance, risk recognition and effective escalation across countries, teams and external providers. As a trainer, he translates complex payroll challenges into practical insights that help professionals make sound decisions in real situations. His style is structured, accessible and focused on ownership and practical impact.

Training details

Duration: 2 sessions, 4 hour each

Date: Intro Session: 26 October 2026, 8:30-12:30

Advanced Session: 2 November 2026, 13:00-17:00

Place: live on-line workshop

Language: English

Price: Introduction: 950 PLN net + VAT

Advanced: 1350 PLN net + VAT

Total: 2100 PLN net + VAT

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Spain

International Payroll Academy

Training program

Introduction Session

- Introduction to the Spanish Payroll System
 - Payroll framework, key institutions and regulations
- Employment Contracts Basics
- Payslip Structure
 - Earnings, deductions, net pay and contribution bases
- Salary Earnings and Deductions
 - Salary and non-salary earnings
 - Social Security and tax deductions
- Social Security and Income Tax Withholding
 - Social Security contributions
 - IRPF fundamentals and withholding calculations
- Practical Payroll Examples
- Common Payroll Inputs
 - Leave, absences and payroll adjustments
- Final Settlements and Severance
- Statutory Filings
 - Main payroll reporting and compliance obligations
- Wrap-up and Q&A

Advanced Session

- New regulations and planned developments

An update on the most relevant Spanish payroll changes introduced recently and the developments expected to affect payroll processing in the near future.
- Practical cases

Real life examples covering relevant Spanish payroll scenarios, supplemented with selected cases submitted by participants through the pre course survey.
- Q&A and professional payroll clinic

Questions from participants based on the survey and the topics discussed during the workshop.

Lecturer

Priscilla Hooijschuur

Priscilla is an independent Payroll Consultant specializing in Spanish payroll, compliance, and payroll operations. She has extensive experience supporting international organizations and managing payroll projects across diverse business environments, and has developed expertise in payroll delivery, process improvement, and regulatory compliance. Furthermore, she advises organizations on Spanish payroll matters and helps businesses navigate the complexities of local payroll legislation and best practices. She is very passionate about sharing practical knowledge and supporting payroll and HR professionals in building compliant, efficient, and employee-focused payroll processes.

Training details

Duration: 2 sessions, 4 hour each

Date: Intro Session: 30 October 2026, 8:30-12:30

Advanced Session: 3 November 2026, 13:00-17:00

Place: live on-line workshop

Language: English

Price: Introduction: 950 PLN net + VAT

Advanced: 1350 PLN net + VAT

Total: 2100 PLN net + VAT

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/ 18 September - **10%** discount

Switzerland

International Payroll Academy

Training program

Introduction Session

- Introduction to Swiss Payroll and Framework
 - Swiss payroll framework
 - Main insurances and payroll-related obligations
 - Family allowances and withholding tax basics
- Where to Find Information
 - Sources of official payroll information
- Employee Data and Payroll Inputs
 - Employee data required for payroll preparation
 - Payroll inputs
- Mandatory Payroll Deductions and Bases
 - Main mandatory payroll deductions
 - Contribution bases
- Monthly Gross-to-Net Preparation – Practical Case
 - Monthly gross-to-net preparation flow
 - Practical case
- Year-End Preparation and Key Compliance Deliverables – Practical Case
 - Main year-end payroll activities
 - Key compliance deliverables
 - Practical case
- Wrap-up and Q&A

Advanced Session

- New regulations and planned developments
 - An update on the most relevant Swiss payroll changes introduced recently and the developments expected to affect payroll processing in the near future.
- Practical cases
 - Real life examples covering relevant Swiss payroll scenarios, supplemented with selected cases submitted by participants through the pre course survey.
- Q&A and professional payroll clinic
 - Questions from participants based on the survey and the topics discussed during the workshop.

Lecturer

Alexis Alvarez

Alexis is a Director at KPMG Switzerland with over 15 years of experience in finance, including 12 years within Big Four firms. He specializes in payroll outsourcing for large and mid-sized companies across a wide range of industries, with a strong focus on optimizing and streamlining processes while ensuring compliance with local regulations. He possesses in-depth expertise in complex Swiss payroll operations and extensive experience in managing global projects.

Training details

Duration: 2 sessions, 4 hour each

Date: Intro Session: 27 October 2026, 8:30-12:30

Advanced Session: 3 November 2026, 8:30-12:30

Place: live on-line workshop

Language: English

Price: Introduction: 950 PLN net + VAT

Advanced: 1350 PLN net + VAT

Total: 2100 PLN net + VAT

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/ 18 September - **10%** discount

United Kingdom

International Payroll Academy

Training program

Introduction Session

- The UK payroll framework, including PAYE, National Insurance, workplace pensions, statutory payments and Real Time Information reporting.
- Key payroll authorities and compliance obligations, including HMRC, The Pensions Regulator
- Employment status, starter and processes, tax codes, National Insurance categories, payroll terminology
- Main pay components such as salary, overtime, allowances, bonuses, benefits, expen leaver ses, pensions and salary sacrifice.
- Core payroll calculations, including PAYE income tax, employee and employer National Insurance, student loans, pension deductions and statutory payments.
- A practical gross-to-net walkthrough
- Monthly payroll operations, including payroll calendars, data validation, payslip review, FPS/EPS submissions, HMRC payments and year-end reporting.

Advanced Session

- International assignments and global mobility
An overview of UK payroll considerations for internationally mobile employees, including inbound and outbound assignments, short-term business visitors, shadow payroll, split payroll arrangements, and social security implications.
- Practical cases
Real-life examples covering complex UK payroll scenarios, supplemented with selected cases submitted by participants through the pre-course survey.
- Q&A and professional payroll clinic
Questions from participants based on the survey and the topics discussed during the workshop, focusing on practical UK payroll challenges and case-specific guidance.

Lecturer

Nicola Wood

Global Payroll Professional with deep roots in UK operations, legislation and compliance. I have 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. My 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

Duration: 2 sessions, 4 hour each

Date: Intro Session: 23 October 2026, 8:30-12:30

Advanced Session: 4 November 2026, 13:00-17:00

Place: live on-line workshop

Language: English

Price: Introduction: 950 PLN net + VAT

Advanced: 1350 PLN net + VAT

Total: 2100 PLN net + VAT

For registration until:

/ 31 July - **20%** discount

/ 18 September - **10%** discount

AI & Payroll

International Payroll Academy

Aim of the training

To equip payroll professionals with a practical understanding of Generative AI and its application in payroll operations and advisory services, enabling them to use AI responsibly, efficiently, and compliantly while preparing for the future evolution of the payroll profession.

Training program

- Introduction & learning objectives
- Discussion: AI vs. Payroll Professionals
- Theory: Generative AI and Prompting Essentials
- Practical Examples:
 - AI for Operational and Advisory Payroll Task
- Theory:
 - Responsible Use of AI (GDPR, AI Act & Lessons Learned)
- Practical Workshop:
 - Building Payroll AI Helpers (assistants) with ChatGPT
- Discussion:
 - The Future of Payroll, AI and the Payroll Profession

Lecturer

Niels de Boer

Niels de Boer is Partner Manager and trainer at Salure (powered by BrynQ), specializing in the application of emerging technologies such as Artificial Intelligence within HR and payroll processes. With a background in HR and a strong interest in technology, he translates complex AI concepts into practical and accessible insights for HR and payroll professionals. His sessions combine strategic perspectives with real-life examples, enabling organizations to understand and apply AI in their daily operations.

Training details

Duration: 3 hour session

Date: 6 November 2026

Place: live on-line workshop

Language: English

Price: 900 PLN net + VAT/per participant*

For registration until:

/ 31 July - **20%** discount

/ 18 September - **10%** discount

Special price: 450 PLN net + VAT/for country participant