
Gross-to-Net Pay Models, Leave Liability and Reward Registers in Excel Training Course

15 – 19 August 2027
Manama





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Programme Summary

Gross-to-net pay models in Excel are the subject of this one-week training course for HR operations managers, reward and benefits analysts, payroll supervisors and finance business partners at intermediate level, ending in a working pay model with a leave liability schedule and a benefits register. The programme moves from workbook design, through earnings and deduction logic, to leave accruals, benefits tracking and control checks. Mars Training Centre UK delivers this programme on gross-to-net pay models in Excel for people and finance teams.

The Business Case

Payroll and reward data often sit in loosely built workbooks that few people can audit. Teams that structure the model, lock the inputs and reconcile the totals to the ledger find errors before pay runs and answer finance questions quickly.

- Payment Errors: Fall as formulas are tested against known cases before each run.
- Liability Visibility: Improves as leave balances are valued under one method every period.
- Audit Readiness: Rises as inputs, logic and outputs are separated and documented.

Principles and Evidence Base

- IAS 19 Employee Benefits: It frames the leave liability valuation taught in Session 3.
- Separation of inputs, calculations and outputs: It structures every workbook built in Sessions 1 to 5.
- Reconciliation to the ledger: It underpins the control checks in Session 4.

Intended Participants

- HR operations managers who own pay and benefits administration.
- Reward and benefits analysts who model allowances and entitlements.
- Payroll supervisors who review each pay run before release.
- Finance business partners who need accruals and cost forecasts from people data.

The programme serves multinational groups, public bodies, banks and service companies.



Learning Outcomes

1. Participants will be able to construct a gross-to-net calculation with earnings, deductions and employer costs.
2. Participants will be able to apply lookup, conditional and date functions to pay rules and tax bands.
3. Participants will be able to calculate a leave liability schedule from balances, rates and accrual rules.
4. Participants will be able to design a benefits register with entitlement, cost and renewal tracking.
5. Participants will be able to evaluate a workbook using reconciliation, variance and error checks.
6. Participants will be able to protect a model through input validation, locked cells and version control.

Programme Structure

Day 1: Designing the Pay Model Workbook

How should a pay workbook be organised so that others can check it?

- Input, Calculation and Output Sheet Layout
- Employee Master Data Table Structure
- Named Ranges and Structured Tables
- Data Validation for Pay Inputs
- Assumptions and Rates Sheet Design

Day 2: Earnings, Deductions and Net Pay Logic

How does each pay element move from gross to net?

- Basic Pay, Allowance and Overtime Formulas
- Tax Band and Contribution Lookup Tables
- Pre-Tax and Post-Tax Deduction Sequencing
- Employer Cost Build-Up
- Payslip Summary Output Sheet

Day 3: Leave Liability and Accrual Schedules

What does accrued leave cost the organisation at the reporting date?

- Leave Balance and Accrual Rate Calculation
- Daily Rate Valuation Methods
- Carry-Forward and Expiry Rule Formulas
- IAS 19 Short-Term Benefit Accrual Entries
- Liability Movement Summary Table



Day 4: Benefits Registers and Control Checks

How are benefits tracked and how are totals proved?

- Benefit Entitlement and Eligibility Register
- Renewal Date and Cost Tracking Formulas
- Payroll to Ledger Reconciliation Sheet
- Month-on-Month Variance Flags
- Duplicate and Missing Record Tests

Day 5: Building and Presenting the Complete Pay Model

Is the model accurate, protected and ready for use?

- Assembling the Session 1 Layout into One Workbook
- Running the Session 2 Calculations on a Sample Population
- Valuing the Session 3 Leave Liability Schedule
- Applying the Session 4 Control Checks
- Presenting the Pay Model to Finance and Audit

Methodology

The programme uses a hands-on workshop method built on anonymised pay data and prepared workbook templates. Participants build each section in short rounds, test it against known answers and review a colleague's formulas. Discussion centres on the judgement calls a model owner must document.

- Suggested activity: Building a gross-to-net calculation for a sample population and testing edge cases.
- Suggested activity: Valuing a leave liability schedule under two accrual rules.
- Suggested activity: Reconciling a pay summary to a ledger extract.

Capstone Output

Each participant completes a working pay model with a leave liability schedule and a benefits register for a sample organisation. It holds protected input sheets, calculation logic, control checks and a one-page summary. The model is used to run a pay cycle, brief finance and train a colleague.

Frequently Asked Questions

Is gross-to-net pay models in Excel training suitable for staff who do not run payroll?

Yes, if you work with pay or benefits data. Gross-to-net pay models in Excel are taught step by step and assume everyday spreadsheet skills only.



Which references do gross-to-net pay models in Excel rest on in this programme?

Gross-to-net pay models in Excel here rest on sound workbook design and reconciliation practice, with IAS 19 guiding the treatment of leave liabilities.

How is the pay model from gross-to-net pay models in Excel used at work?

You use the pay model to run and check pay cycles, report leave accruals to finance and track benefit costs against budget.

How do gross-to-net pay models in Excel differ from a general Excel programme?

Gross-to-net pay models in Excel centre on pay rules, liabilities and controls, while a general Excel programme teaches functions without a payroll context.