

ISO 9001:2015 CERTIFIED

# Certificate Programme for "Labor Law + Payroll"

**\*Practical Exposure with Latest Updates\***

[www.oneklik.in](http://www.oneklik.in)





**"One"** that makes your search worthwhile...

- **"The One Klik"** is in Recruitment, HR Generalist Practical Training, Labor Law Practical Training, Labor Law - Compliance Consultant.



Labor Law Consultant | Compliance Management | HR & Payroll Outsourcing  
HR Generalist Practical Training | Labor Law Practical Training | Recruitment

# Meet the Trainer

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## Sameer Gajjar



- 12+ years experience in HR
- Recruitment & head hunting
- Labor Laws & Labor Codes
- PF, ESI, Gratuity, W.C.A., Bonus
- Factory Act, POSH Act, Child Labor Act
- Professional Tax, Income Tax, TDS, Soft-skill
  
- Developed interactive training activities
- Trained more than 10000+ employees / students
- Hands on experience on Individual & group training
- Guest lectures to different colleges, companies
- Conferences, Workshops, Seminars & Webinars



**Labor Law Consultant | Compliance Management | HR & Payroll Outsourcing  
HR Generalist Practical Training | Labor Law Practical Training | Recruitment**

# Why practical knowledge is more important than theoretical knowledge?

- Practical work encourages self-learning
- Practical work familiarizes students with tools and equipment that will be required to use
- Practice leads to perfection
- One cannot become an expert overnight; greater the practice, greater the expertise
- Practical work is a good change from the monotonous lecture method
- Involvement of participants is more in practical work
- Practical work complements theory
- Practical work makes participants independent and increases their confidence



### **EPF Act: (Employees' Provident Fund, 1952)**

- Coverage
- Employer Registration
- EPF Forms (5,10,11,13,19,20 & more)
- Online Processing & Challan (ECR)
- Contribution & Benefits
- PF Audit & Inspection

### **PF:**

- UAN Creation
- KYC seeding and approval
- Mobile Number Activation
- e-Nomination & Passbook
- Name / DOB Correction
- Claims: Advance, Transfer, Pension

### **Gratuity: (Payment of Gratuity Act, 1972)**

- Coverage
- Benefit
- Calculation
- Forms

### **ESI Act: (Employees' State Insurance Act, 1948)**

- Coverage
- ESI Accidents
- ESI Challan
- Contribution & Benefits
- Calculation

### **ESI:**

- New IP Registration
- E-pehchan updating and Downloading
- Accident form - 12
- Bank Account seeding
- Paid Receipts

### **Professional Tax:**

- Introduction
- Slabs (State wise)
- Forms
- Online Process

- **Maternity Benefit Act**
- **Minimum Wages Act**

### **Gujarat Labor Welfare Fund Act**

- Introduction
- Contribution
- Form
- Online Process

### **Employee Compensation Act, 1923**

- Introduction
- Structure & Definition
- Calculation

### **Payment of Bonus Act, 1965**

- Coverage
- Forms
- Calculation



## Compensation & Benefits:

- CTC, Gross, Take home salary
- Salary components
- Fix & Variable Pay
- Salary Structure & Restructure
- Deduction from salary
- Retirement Benefits
- Leave Encashment, OT, LOP
- Retrenchment Compensation & more

## Payroll Processing:

- **One time data:** Income Tax declaration, submission of expenses & Investment proof, TDS Form -16
- **Attendance Management:** Attendance Sheet & Time Sheet
- **Leave Management:** Leave policy & Leave Data
- **Salary Processing:** Salary Calculation, Notice period, Revised salary, Arrears, Pay slips



## HR Budgeting:

- Capital Expenses
- Salary Budget
- Recruitment Expenses
- Canteen
- Staff welfare
- Transport
- Uniforms & more

## Income Tax:

- Tax slab rates
- Exemptions and allowances
- Deduction on savings & Investments



# Highlights:

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- Labor Law Practical Training (PF, ESIC, Gratuity, Payroll & others)
- Training Material
- ISO Certificate (9001:2015)
  
- Eligibility: Any Graduate / Studying Students / Working Professionals
- Latest updates of HR & job openings via Whatsapp\*



## Frequently Asked Questions:

### I am coming from non HR background, still can I do this course?

- Yes, we have trained students who have come from engineering, commerce, science & arts background. Some time trainee has not even graduated however got excellent growth.

### Do you offer Internship during training?

- When you join our training we understand your area of interest, experience, etc... and then we match it with our requirements.
- You can start working during training and in future. There is no fixed amount company will pay you. It depends on how they find your work & benefit they get from your work.

### Will I get a certificate after the completion ?

- You will get an ISO certificate after the completion of the training program.

### Will you help me find a job in the HR industry after completing a course?

- Yes, as our Recruitment department on a best effort basis and it's our mission to connect our certified candidates with job opportunities, the certification in itself should not be construed as a job guarantee programmed or any Job Offer.
- There is no such claim made by One Klik at any stage of a 100% job guarantee or a Job Offer to a certified candidate.





## Batch Timings: (Offline)

### Daily batch: 3 Week

**Monday to Friday:** 1.30 hour

**Morning:** 8:00 am to 9:30 am

**Evening:** As per availability

### Sunday batch: 7 Sundays

**Morning:** 7:00 am to 10:00 am

**Noon:** 10:00 am to 1:00 pm

**Evening:** 2:00 pm to 5:00 pm

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## Batch Timings: (Online)

### Daily batch: 3 Week

**Monday to Friday:** 1 hour

**Morning:** 7:00 am to 8:00 am

### Sunday batch: 7 Sundays

**Noon:** 12:00 pm to 2:00 pm

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**\*Date & Timing will be provided, as per registration & availability.**



## Reach us:

**Corporate Office:** 206, Abhirath Complex, Opp. Lifecare Hospital, Sardar Patel Statue Cross Road, Naranpura, **Ahmedabad**

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