

ISO 9001:2015 CERTIFIED

Certificate Programme for "Labor Law + Payroll"

Practical Exposure with Latest Updates

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**

Trainer – Mentor



Sameer Gajjar

- 14+ Years Experience in HR
- Recruitment & Head Hunting
- Labor Laws - Labor Codes
- PF, ESI, Gratuity, W.C.A., Bonus
- Factory Act, PoSH Act, Contract Labor, Industrial Dispute
- HR Analytics, HR Metrics, SHRM, Advance HRM
- Professional Tax, Income Tax, TDS, Soft-skill

- Developed interactive training activities
- Trained more than 12000+ employees / students
- Hands on experience on Individual & group training
- Guest lectures to different colleges, companies - conferences
- Workshops, webinar, seminar & meet-ups

The goal of our session is to turn chaos into clarity. As facilitators, our role is to keep the session on track and to ensure everyone participates in the discussion.



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HR Generalist Practical Training | Labor Law Practical Training
HR Analytics | HR Metrics | SHRM | Advance HRM | 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

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

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



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:



- 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

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

***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**

Branch Office: Vadodara | Rajkot

E-mail: hr@oneclik.in

Web: www.oneclik.in

Contact: +91-90330-16939



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