Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

ACCOUNTING AND FINANCE

Government Payroll Management and Expenditure Controls Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

DURATION
5 Days Practical Hands-on

DELIVERY MODES
In-Person Class & Live Virtual

CERTIFICATION
Accredited Certificate of Completion

INTAKES / DATES
Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 25, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE
P.O. Box 102802-00101, Nairobi, Kenya
Training Centers: Nairobi • Mombasa • Kigali • Dubai • Live Virtual Academy
Tel: +254 724 527 104 | +254 734 969 612
Email: training@datastatresearch.org
www.datastatresearch.org

Government Payroll Management and Expenditure Controls Training Course

Accounting and Finance • 5 Days Intensive • Accredited Certification

Course Overview

Government Payroll Management and Expenditure Controls Training Course is designed to strengthen public sector financial management, payroll administration, expenditure monitoring, and fiscal accountability across government institutions.

Key Skills & Software Tools Covered

MS Word • Microsoft Excel • SAP S/4HANA Public Sector Management • and Oracle PeopleSoft Payroll

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
30 Nov 2026 – 4 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
28 Dec 2026 – 1 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**

3 May 2027 – 7 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
10 May 2027 – 14 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
17 May 2027 – 21 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
24 May 2027 – 28 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
14 Jun 2027 – 18 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
21 Jun 2027 – 25 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
28 Jun 2027 – 2 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Jul 2027 – 9 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
12 Jul 2027 – 16 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Jul 2027 – 23 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Jul 2027 – 30 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
11 Oct 2027 – 15 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
18 Oct 2027 – 22 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
25 Oct 2027 – 29 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
1 Nov 2027 – 5 Nov 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
8 Nov 2027 – 12 Nov 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Nov 2027 – 19 Nov 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
22 Nov 2027 – 26 Nov 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
29 Nov 2027 – 3 Dec 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
6 Dec 2027 – 10 Dec 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**

13 Dec 2027 – 17 Dec 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
20 Dec 2027 – 24 Dec 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**

* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Government Payroll Management and Expenditure Controls Training Course

Introduction

Government Payroll Management and Expenditure Controls Training Course is designed to strengthen public sector financial management, payroll administration, expenditure monitoring, and fiscal accountability across government institutions. The course provides practical knowledge and skills in government payroll systems, employee compensation management, payroll budgeting, salary administration, statutory deductions, payroll reconciliation, and expenditure control frameworks. Participants will explore modern payroll management practices, digital financial management systems, public sector accounting standards, internal controls, fraud prevention, and compliance with government financial regulations. Emphasis is placed on improving payroll accuracy, optimizing personnel expenditure, strengthening budget execution, and promoting transparency in the utilization of public resources.

The training also examines emerging trends in public financial management, including automated payroll processing, data analytics, integrated financial management information systems, risk-based auditing, and digital expenditure monitoring. Through international case studies and practical exercises, participants will learn how to identify ghost workers, prevent payroll irregularities, manage personnel costs, detect unauthorized expenditure, and improve financial reporting. The course equips government finance professionals, payroll administrators, auditors, and public sector managers with strategies for achieving operational efficiency, expenditure discipline, sustainable wage bill management, and enhanced institutional accountability.

Course Objectives

By the end of this course, participants should be able to:

- Understand government payroll management frameworks and regulatory requirements.
- Strengthen payroll administration and employee compensation management.
- Apply effective payroll budgeting and wage bill forecasting techniques.
- Improve payroll accuracy through automated processing systems.
- Identify ghost workers and prevent payroll fraud.
- Implement effective expenditure control mechanisms.
- Strengthen internal financial controls and accountability.
- Conduct payroll audits and reconciliation exercises.
- Monitor personnel expenditure and budget compliance.
- Apply data analytics for payroll risk detection.
- Manage statutory deductions and employee tax compliance.
- Improve financial reporting and expenditure transparency.
- Develop sustainable public sector payroll optimization strategies.

Organizational Benefits

- Improved payroll accuracy and reduced processing errors.
- Reduced financial losses arising from payroll fraud.
- Enhanced expenditure monitoring and budget discipline.
- Stronger internal controls and institutional accountability.
- Improved compliance with government financial regulations.
- More effective wage bill planning and forecasting.
- Increased transparency in public expenditure management.
- Better utilization of government financial resources.
- Improved audit readiness and financial reporting.
- Enhanced operational efficiency through payroll automation.

Target Audiences

- Government finance and accounting officers.
- Payroll administrators and human resource officers.
- Public sector internal and external auditors.

- Treasury and budget management professionals.
- Government expenditure control officers.
- Public sector accountants and financial analysts.
- Heads of departments and public administrators.
- Development partners and public financial management consultants.

Course Duration: 10 days

Course Modules

Module 1: Fundamentals of Government Payroll Management

- Principles and frameworks of public sector payroll administration.
- Government payroll policies and regulatory requirements.
- Employee records and personnel data management.
- Payroll structures, grades, and compensation frameworks.
- Payroll governance and institutional responsibilities.
- Case study: United Kingdom public sector payroll modernization.

Module 2: Government Payroll Systems and Administration

- Payroll processing procedures and documentation.
- Employee recruitment, onboarding, and payroll registration.
- Salary structures, allowances, and benefits administration.
- Payroll adjustments, promotions, and termination processing.
- Integrated financial management information systems.
- Case study: Kenya's Integrated Payroll and Personnel Database.

Module 3: Payroll Budgeting and Wage Bill Management

- Personnel expenditure planning and forecasting.
- Government wage bill ceilings and budget allocation.
- Salary projections and compensation cost analysis.
- Managing overtime, allowances, and pension obligations.
- Wage bill sustainability and expenditure optimization.
- Case study: Ghana's public sector wage bill management reforms.

Module 4: Payroll Fraud Detection and Prevention

- Identifying ghost workers and duplicate employee records.
- Detecting unauthorized salary payments.
- Payroll segregation of duties and authorization controls.
- Biometric verification and employee authentication.
- Payroll fraud risk assessment and reporting.
- Case study: Nigeria's Integrated Personnel and Payroll Information System.

Module 5: Payroll Auditing and Reconciliation

- Payroll audit planning and execution.
- Monthly payroll reconciliation procedures.
- Verification of employee records and salary payments.
- Audit trails and supporting documentation.
- Corrective actions and audit recommendations.
- Case study: South Africa's public sector payroll audit practices.

Module 6: Government Expenditure Control Frameworks

- Principles of public expenditure management.
- Expenditure authorization and approval procedures.
- Commitment controls and budget ceilings.
- Payment verification and expenditure documentation.

- Monitoring expenditure against approved budgets.
- Case study: Rwanda's public expenditure control reforms.

Module 7: Internal Controls and Financial Accountability

- Designing effective internal control systems.
- Risk-based financial control mechanisms.
- Financial segregation of duties.
- Fraud prevention and accountability frameworks.
- Monitoring compliance and control effectiveness.
- Case study: United States federal internal control frameworks.

Module 8: Statutory Deductions, Taxation and Pension Administration

- Payroll tax calculations and statutory deductions.
- Pension contributions and retirement benefits.
- Employee insurance and social security obligations.
- Statutory compliance and remittance procedures.
- Managing payroll tax records and reporting.
- Case study: Australia's public sector superannuation administration.

Module 9: Payroll Automation and Digital Transformation

- Digital payroll management technologies.
- Automated salary processing and payment systems.
- Integration of human resource and financial systems.
- Data security and payroll information protection.
- Artificial intelligence applications in payroll analytics.
- Case study: Estonia's digital government administration systems.

Module 10: Personnel Expenditure Monitoring and Reporting

- Monitoring personnel expenditure trends.
- Payroll variance analysis and reporting.
- Financial performance indicators and dashboards.
- Budget utilization and expenditure tracking.
- Management reporting and decision-making.
- Case study: Canada's public sector financial reporting practices.

Module 11: Procurement, Commitments and Payment Controls

- Government procurement expenditure controls.
- Purchase orders and commitment authorization.
- Contract expenditure monitoring.
- Invoice verification and payment approval.
- Preventing irregular and unauthorized payments.
- Case study: Chile's public procurement transparency reforms.

Module 12: Payroll Risk Management and Compliance

- Identifying payroll operational and financial risks.
- Developing payroll risk registers.
- Regulatory compliance monitoring.
- Payroll investigations and exception reporting.
- Risk mitigation and corrective action planning.
- Case study: India's government employee verification initiatives.

Module 13: Public Financial Management and Budget Execution

- Government budget execution frameworks.
- Revenue availability and expenditure prioritization.

- Cash flow management and expenditure scheduling.
- Monitoring budget performance and deviations.
- Fiscal discipline and financial accountability.
- Case study: South Korea's digital budget management systems.

Module 14: Payroll Data Analytics and Performance Management

- Payroll data collection and validation.
- Data analytics for expenditure forecasting.
- Identifying payroll anomalies and irregular transactions.
- Developing payroll performance indicators.
- Evidence-based payroll management decisions.
- Case study: United Kingdom public sector workforce analytics.

Module 15: Strategic Payroll Optimization and Institutional Reforms

- Developing payroll improvement strategies.
- Workforce planning and personnel cost optimization.
- Strengthening payroll governance structures.
- Implementing expenditure control improvement plans.
- Monitoring institutional reforms and performance.
- Case study: Singapore's public sector workforce and compensation management.

Training Methodology

- Interactive presentations and facilitated discussions.
- Practical government payroll processing exercises.
- International case study analysis and group assignments.
- Demonstrations of digital payroll and financial management systems.
- Payroll auditing, reconciliation, and expenditure control simulations.
- Group presentations, knowledge assessments, and action planning.

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/government-payroll-management-and-expenditure-controls-training-course to register online.
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.