COURSE OVERVIEW FM0621
Certified Payroll

Course Title
Certified Payroll

Course Date/Venue
January 26-30, 2026/Glasshouse Meeting Room, Grand Millennium Al Wahda Hotel, Abu Dhabi, UAE

Course Reference
FM0621

Course Duration/Credits
Five days/3.0 CEUs/30 PDHs

Course Description

This highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using the "MS Excel" application.

This course is designed to provide participants with a detailed and up-to-date overview of Certified Payroll. It covers the legal and regulatory framework, prevailing wage system fundamentals, employee classification and work types; the payroll standard forms, ethical and professional standards and payroll workflow for public projects; the fringe benefits, overtime, premium pay compliance and payroll deductions rules; the multi-state and multi-project payroll, payroll cost accounting and reporting; the step-by-step form completion, review weekly submission deadlines and validating totals and signatures; and the supplemental statements of compliance, worker interviews and on-site verification.

During this interactive course, participants will learn the electronic payroll systems, DOL portals, recordkeeping requirements and common compliance pitfalls; the DOL compliance investigations, internal payroll auditing techniques, back wages and restitution calculations; the labor compliance with subcontractors, fraud detection, prevention and advanced wage classification; the project close-out requirements and union and collective bargaining impacts; and the emerging trends in payroll compliance covering e-payroll automation, AI accuracy controls, automated compliance alerts, future regulations, government shifts and data security in payroll management.

Course Objectives

Upon the successful completion of this course, each participant will be able to:-

- Get certified as a "*Certified Payroll"*

- Discuss the legal and regulatory framework, prevailing wage system fundamentals and employee classification and work types

- Identify payroll standard forms, ethical and professional standards and payroll workflow for public projects

- Recognize fringe benefits in payroll, overtime and premium pay compliance and payroll deductions rules

- Describe multi-state and multi-project payroll and apply payroll cost accounting and reporting

- Carryout step-by-step form completion, review weekly submission deadlines and validate totals and signatures

- Apply supplemental statements of compliance, worker interviews and on-site verification

- Recognize electronic payroll systems and DOL portals, recordkeeping requirements and common compliance pitfalls

- Employ DOL compliance investigations, internal payroll auditing techniques and back wages and restitution calculations

- Carryout labor compliance with subcontractors, fraud detection and prevention and advanced wage classification

- Identify project close-out requirements and union and collective bargaining impacts

- Discuss the emerging trends in payroll compliance covering e-payroll automation and AI accuracy controls, automated compliance alerts, future regulations and government shifts and data security in payroll management

Exclusive Smart Training Kit - H-STK®

Participants of this course will receive the exclusive "Haward Smart Training Kit" (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.

Who Should Attend

This course provides an overview of all significant aspects and considerations of payroll for payroll leaders, supervisors and managers, experienced payroll practitioners, HR, accounting and finance professionals with payroll responsibility, general payroll and administrative staff and other technical staff.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Certificate(s)

Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "*Certified Payroll*". Certificates are valid for 5 years.

Recertification is FOC for a Lifetime.

Sample of Certificates

The following are samples of the certificates that will be awarded to course participants:-

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

Haward Technology Middle East

Continuing Professional Development (HTME-CPD)

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-24

HTME No.   74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
FM0621	Certified Payroll	Nov 10-14, 2024	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date   3.0

TRUE COPY

Jaryl Castillo
Academic Director

Haward Technology has been approved as an Accredited Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2018 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2018 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.
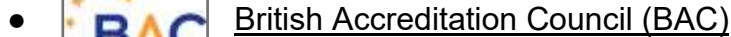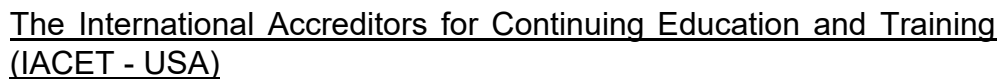
Haward Technology is accredited by

P.O. Box 26070, Abu Dhabi, United Arab Emirates | Tel: +971 2 3091 714 | E-mail: info@haward.org | Website: www.haward.org

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

- **British Accreditation Council (BAC)**

  Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

- **The International Accreditors for Continuing Education and Training (IACET - USA)**

  Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

  Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

  Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

Course Fee

US$ 5,500 per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Mike Taylor, PhD (on-going), MScLI, MBA, MBL, PgDip, BSc, is a **Senior Finance & Management Consultant** with over **30 years** of extensive experience in the areas of **Accounts Payable Automation & Technology**, **Project Financial Data**, **Financial Policies**, **Petty Cash Fundamentals**, **Journal Entries & Cash Account Mapping**, **Recording & Reporting Transactions**, Reconciling **Petty Cash Accounts**, **Accounting Principles**, **Financial & Accounting** for Executives, **Accounts Payable** Fundamentals, Governmental & **Budget Accounting**, Fixed Assets **Accounting**, **Budget** Estimation, **Budgeting & Cost Control Financial Statement** Analysis, **Corporate Finance & Accounts Payable** Financial Processes and Procedures, **Planning**, **Budgeting & Cost Control**, **Contract** Management, Leadership in **Contract Execution**, **Contract & Risk** Management, **Contractor Performance** Assessments, **Contract** Management Procedure, **Effective Quality Management System** (**QMS**), **QMS Framework**, **Quality Assurance Standards**, **QA Audit Process & Techniques**, **Office Administration**, **Office Management**, **Invoice Management**, **Administration Process**, **Administration Work Procedures**, **Facilitation & Leadership** Skills, **Coaching**, **Human Resource** Development, **Psychometric** Testing, **Career Development** & Competence, **Succession Planning**, **Self-Development & Empowerment**, **Personal Learning Needs Identification**, Critical Success Factors (**CSFs**), Key Performance Indicators (**KPIs**), Productivity **Creativity & Thinking** Modes, **Human Resource Scorecard** Management, **Career Laddering**, **Fast-Track Career Progression** Application, **Knowledge** Management, **Customer** Management, **Leadership** Skills, **Presentation** Skills, **Emotional Intelligence**, **Performance** Management, **Quality** Management, **Commercial Strategy**, **Project** Management, **Risk** Management, **Leadership & Business** Management, **Human Resource** Management, **Business Development**, Innovation, Sales Strategy and Knowledge & **Intangible Asset Assessment** Design. Further, he is also well versed in **Organization Management & Business Consulting**, **Data Collection & Information Gathering**, **Value & Supply Chain** Management, **Intellectual Property & Innovation** Assessments, **Logistics & Supply Chain** Management and **Marketing** Management. Mr. Taylor was **Appointed** as an **Executive/Management Development Facilitator** wherein he was responsible for the development of Executives & Senior Managers specializing in innovation, knowledge management and commercial negotiation as well as authored, implemented and executed a global 21st century facilitation and leadership methodology.

During his career life, Mr. Taylor has gained his practical and field experience through his various significant positions and dedication as the **Multinational/Corporate Senior Management Consultant**, **Business Consultant/Facilitator**, **Business Consultant/Coach**, **Client Director**, **International Sales & Business Development Manager**, **Administration Manager**, **Regional Sales Manager**, **Contracts Manager**, **National Key Accounts Manager**, **Finance Manager**, **Quality Manager**, **Commercial Sales & Marketing Consultant**, **Communication Specialist**, **Sales & Marketing Representative**, **Key Note Speaker** and **Instructor/Trainer** for various international companies such as the Highland Group, Business Development & B2B Consulting, Knowledge-Solution Leadership & Innovation Consulting, DI Management Solutions (BPO), RMG/Contact Media & Communications, Paul Dinsdale Properties (PDP), Giant Leap Architects, Wise Capital Investments (HOD), Evolution® Advertising, Collaborative Xchange, Leatt Corporation, Dentsply SA, Binzagr Company, Lilly Direct/Lennon Generics and Bausch & Lomb.

Mr. Taylor has **Master's** degree in **Leadership & Innovation**, **Business Administration** and **Business Leadership** as well as a **Bachelor's** degree in **Physical Education** and pursuing **PhD** in **Global Governance & Energy Policy**. Further, he is a **Certified Instructor/Trainer**, **Certified Internal Verifier/Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**) and a member of Incremental Advantage, Da Vinci Institute, Black Management Forum, Institute of Directors (IOD), World Future Society (WFS), Social Science Research Network, University of Kwazulu Natal (Alumnus), Anthropology & Archaeology Research Network and National Research Foundation (NRF). He has further delivered numerous trainings, courses, workshops, seminars and conferences globally.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30% Lectures
20% Practical Workshops & Work Presentations
30% Hands-on Practical Exercises & Case Studies
20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1:   **Monday, 26th of January 2026**

0730 – 0800	*Registration & Coffee*
0800 – 0815	*Welcome & Introduction*
0815 – 0830	***PRE-TEST***
0830 – 0930	***Introduction to Certified Payroll*** *What is Certified Payroll and Why it is Required • Federal versus Private Payroll Differences • Required Documentation and Weekly Reporting • Common Industry Compliance Challenges*
0930 – 0945	*Break*
0945 – 1030	***Legal & Regulatory Framework*** *Davis–Bacon Act (DBA) Introduction • Federal Contracting Requirements (FAR Clauses) • State Prevailing Wage Laws versus Federal Laws • Roles of DOL & Contracting Agencies*
1030 – 1130	***Prevailing Wage System Fundamentals*** *Determining Wage Decisions for Each Project • Classification of Workers & Job Assignments • Fringe Benefits Structure and Compliance • Rate Updates and Contract Modifications*
1130 – 1215	***Employee Classification & Work Types*** *Skilled Trade Classifications: Codes & Categories • Apprentices versus Journeymen Requirements • Multiple Work Classification Documentation • Misclassification Risks & Penalties*
1215 – 1230	*Break*
1230 – 1330	***Certified Payroll Standard Forms*** *WH-347 Form Sections & Instructions • WH-348 Wage Determination Form • Required Attachments & Certifications • Digital versus Manual Submissions*
1330 – 1420	***Ethical & Professional Standards*** *Data Accuracy and Transparency • Confidentiality & Handling Payroll Records • Internal Compliance Culture • Consequences of Falsification*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day One*

Day 2:   ***Tuesday, 27th of January 2026***

0730 – 0830	***Payroll Workflow for Public Projects*** *Timekeeping & Cost Collection Methods • Linking Payroll with Cost Codes • Differentiating Jobsite versus Office Hours • Tracking Overtime & Weekend Rates*
0830 – 0930	***Fringe Benefits in Certified Payroll*** *Bona Fide versus Non-Bona Fide Fringe Benefits • Cash-in-Lieu Payments & Accounting • Health, Pension, Training Contributions • Annualization Rules & Calculations*
0930 – 0945	*Break*
0945 – 1100	***Overtime & Premium Pay Compliance*** *Fair Labor Standards Act (FLSA) Rules • Overtime Computation Examples • Shift Differential and Night Work Premiums • Comp Time Policies and Public Contracts*
1100 – 1215	***Payroll Deductions Rules*** *Mandatory Deductions Allowed by Law • Voluntary Deductions and Written Consent • Union Dues Handling • Limits and Compliance Risks*
1215 – 1230	*Break*
1230 – 1330	***Multi-State & Multi-Project Payroll*** *Work in Different Jurisdictions • Prevailing Wages by Location • Allocating Labor to Projects Correctly • Multiple Rates for Same Employee*
1330 – 1420	***Payroll Cost Accounting & Reporting*** *Labor Cost Breakdown Structures • Employer Burden Calculations • Cost Codes Reconciliation • Reporting to Project Control Systems*
1420 – 1430	***Recap*** *Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow*
1430	*Lunch & End of Day Two*

Day 3:   ***Wednesday, 28th of January 2026***

0730 – 0830	***Completing the Certified Payroll Report (WH-347)*** *Step-by-Step Form Completion • Reviewing Weekly Submission Deadlines • Validating Totals and Signatures • Batch and Corrective Submissions*
0830 – 0930	***Supplemental Statements of Compliance*** *Certifying Accuracy & Legal Attestation • Origin of Data and Accountability • Common Deficiency Errors • Risk Control Through Reviews*
0930 – 0945	*Break*
0945 – 1100	***Worker Interviews & On-Site Verification*** *DOL Interview Forms Process • Rights and Role of Workers • Reconciling Interview Findings with Payroll • Documentation of Corrective Action*
1100 – 1215	***Electronic Payroll Systems & DOL Portals*** *Integration with ERP/HCM Systems • E-Certification Platforms Features • Upload Format and Validation Rules • Data Audit Trails and Secure Access*
1215 – 1230	*Break*
1230 – 1330	***Recordkeeping Requirements*** *Required Retention Periods • Digital versus Hard Copy Standards • Document Organization for Audits • Access Control & Confidentiality*

1330 – 1420	**Common Compliance Pitfalls**
	Incorrect Wage Classifications • Unreported Fringe Payments • Mathematical Errors & Omissions • Late or Incomplete Submissions
1420 – 1430	**Recap**
	Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	*Lunch & End of Day Three*

Day 4:　　　　　**Thursday, 29th of January 2026**

| 0730 – 0830	**DOL Compliance Investigations**
	Triggers for Audits & Investigations • Employer Rights & Responsibilities • Supporting Documentation Preparation • Field Audit Procedures
0830 – 0930	**Internal Payroll Auditing Techniques**
	Establishing Internal Control Systems • Payroll Sample Testing and Verification • Exception Reporting & Compliance Escalation • Corrective Action Documentation
0930 – 0945	*Break*
0945 – 1100	**Back Wages & Restitution Calculations**
	Identifying Wage Underpayments • Interest and Penalty Calculations • Correction of Fringe Benefit Errors • Processing Retroactive Payments
1100 – 1215	**Labor Compliance with Subcontractors**
	Prime Contractor Responsibilities • Certified Payroll Verification for Subs • Subcontractor Audits & Monitoring • Risk Transfer Through Agreements
1215 – 1230	*Break*
1230 – 1330	**Fraud Detection & Prevention**
	Red Flags of Payroll Fraud • Duplicate Records & Ghost Workers • Misuse of Apprenticeship Ratios • Whistleblower Protections
1330 – 1420	**Case Studies: Violations & Lessons Learned**
	Real DOL Enforcement Outcomes • Penalty Implications & Contract Risks • Root Cause Analysis of Violations • Prevention Best Practices
1420 – 1430	**Recap**
	Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	*Lunch & End of Day Four*

Day 5:　　　　　**Friday, 30th of January 2026**

0730 – 0830	**Advanced Wage Classification Scenarios**
	Workers Performing Multiple Trades • Piece-Rate & Shift-Based Compensation • Work at Multiple Sites with Differing Wage Rates • Job Reassignment Mid-Week Compliance
0830 – 0930	**Project Close-Out Requirements**
	Final Certified Payroll Submission • Retention & Documentation Turnover • Subcontractor Compliance Clearance • Archiving Payroll Data
0930 – 0945	*Break*
0945 – 1100	**Union & Collective Bargaining Impacts**
	Project Labor Agreements (PLA) • Wage Changes Due to Union Agreements • Benefit Remittance Requirements • Travel, Subsistence, & Per Diem Rules

1100 – 1215	**Emerging Trends in Payroll Compliance** *E-Payroll Automation & AI Accuracy Controls • Automated Compliance Alerts • Future Regulations & Government Shifts • Data Security in Payroll Management*
1215 – 1230	*Break*
1230 – 1300	**Practical Workshop: Completing Certified Payroll** *Real Project Wage Determination Exercise • Prepare WH-347 with Multiple Classifications • Validate Interview Records versus Payroll • Submission Readiness Checklist*
1300 – 1315	**Course Conclusion** *Using this Course Overview, the Instructor(s) will Brief Participants about Topics that were Covered During the Course*
1315 – 1415	**COMPETENCY EXAM**
1415 – 1430	*Presentation of Course Certificates*
1430	*Lunch & End of Course*

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using "MS-Excel" application.
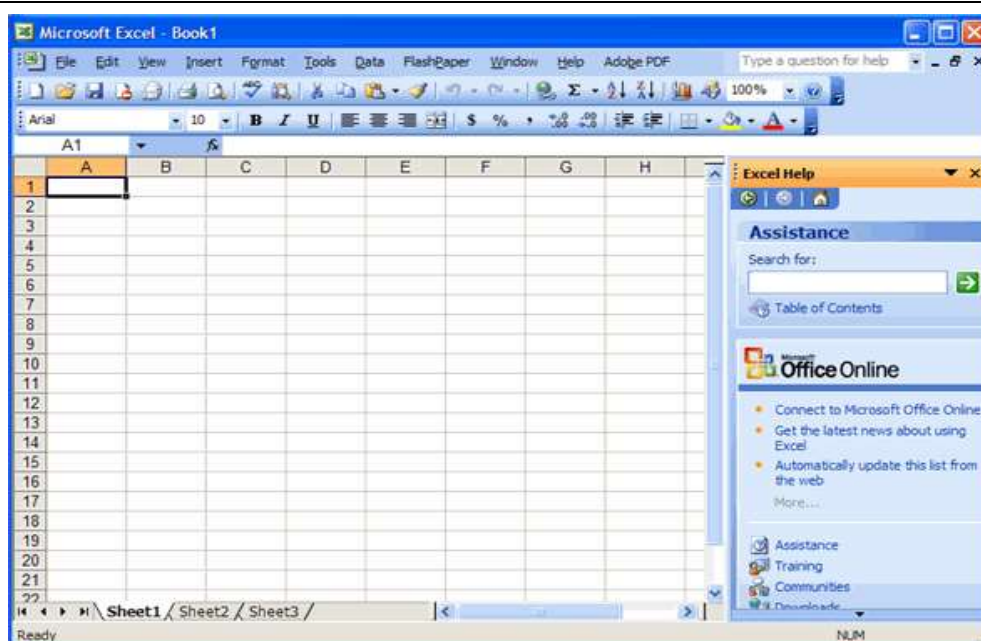
MS-Excel

Course Coordinator

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