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A Report on Hands on Training Programme titled " Zoho Payroll & Zoho Books for II MBA students" Organized by School of Management in association with Career School HR and IT Solutions, Chennai from 06.07.2026 to 16.08.2026

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In the context of increasing digitalization of organizational functions, proficiency in business applications has become an important component of management education and graduate employability. Contemporary organizations increasingly rely on technology-enabled systems for employee administration, payroll processing, compensation management, financial transactions, and reporting. Therefore, exposure to relevant business software provides students with an opportunity to connect their conceptual understanding with practical organizational processes.

Recognizing this requirement, the School of Management organized a comprehensive training programme on Zoho Payroll Software and Basic Introduction to Zoho Books from 06 July 2026 to 16 August 2026 at KKB Lab 302, in association with Career School HR and IT Solutions, Chennai for II MBA Students.

The programme was inaugurated Dr. D. Bhanu Sree Reddy. Dean, School of Management, who emphasized the importance of industry-oriented digital skills and practical learning for enhancing students' employability and professional competence. The Dean encouraged students to actively participate in the training and utilize the opportunity to develop proficiency in contemporary business applications.

The programme was designed as an extended, practice-oriented intervention rather than a short-duration software orientation. The major component of the training focused on Zoho Payroll, enabling students to progressively understand the complete payroll cycle, beginning with organization and employee-related information and extending to salary structures, earnings and deductions, payroll processing, payslip generation, and payroll reports. A basic introduction to Zoho Books was subsequently provided to familiarize students with technology-enabled accounting and business transaction processes.

Mr. Sai Masa, Zoho Trainer from Career School, Chennai served as the resource person for the entire training programme from 06 July 2026 to 16 August 2026. He provided continuous hands-on training and practical guidance to students on Zoho Payroll, covering payroll processing, employee management, salary structures, deductions, payslip generation, and reporting, along with a basic introduction to Zoho Books.

Objectives of the programme

The programme was primarily designed to develop practical competency in Zoho Payroll by familiarizing students with employee management, payroll configuration, salary structures, earnings and deductions, payroll processing, payslip generation, and payroll-related reporting. It also aimed to provide foundational exposure to Zoho Books and its application in basic accounting and business transactions. Overall, the programme sought to integrate academic learning with industry-oriented digital applications and strengthen students' practical skills, digital competency, and employability.

Scope and Major Focus of the Training

The programme was structured around two complementary components:

Component I – Comprehensive Training on Zoho Payroll

This constituted the **major and extended component** of the programme. The training was organized progressively so that students could understand payroll not merely as a software function but as an integrated organizational process involving employee information, compensation, salary processing, and reporting.

Component II – Basic Introduction to Zoho Books

The second component provided students with foundational exposure to cloud-based accounting and business transaction management, thereby extending their understanding of digital applications beyond payroll administration.

Detailed Coverage of Zoho Payroll Training

A. Understanding Digital Payroll Management

The training commenced with an orientation to the importance of technology-enabled payroll management in modern organizations. Students were introduced to the role of payroll software in maintaining employee information, processing salaries, managing earnings and deductions, generating payroll documents, and maintaining systematic records.

The sessions helped students understand how digital payroll systems can support organizations in improving the efficiency, consistency, accuracy, and systematic management of payroll-related activities.

B. Introduction to Zoho Payroll

Students were familiarized with the Zoho Payroll environment, interface, navigation, and broad workflow of payroll processing.

The introductory sessions focused on understanding:

- The purpose and scope of payroll software
- Basic navigation of the software
- Payroll workflow
- Organizational structure
- Employee-related information
- Relationship between employee data and payroll processing

This stage established the foundation for subsequent practical training.

C. Organization Setup and Payroll Configuration

Students were guided through the initial organizational setup required for payroll operations. The training emphasized the importance of appropriate configuration before employee and salary information is processed.Students gained practical exposure to the logical sequence of establishing an organization within the payroll environment and preparing the system for subsequent payroll activities.

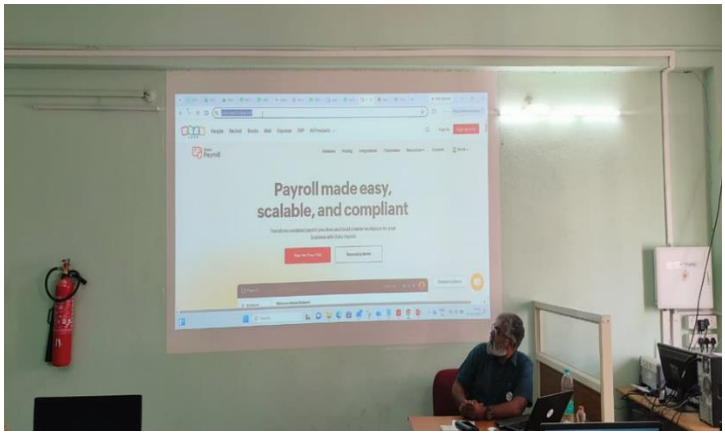
D. Employee Master Data and Employee Management

Employee management formed a significant part of the training because employee information constitutes the foundation of the payroll process.

Students were guided in understanding the maintenance of employee-related information, including:

- Employee profile creation
- Employee master information
- Employment-related information
- Salary-related information
- Updating and maintaining employee records

This component provided a practical extension to concepts covered in Human Resource Management and HR Operations.



E. Salary Structure and Compensation Management

The training provided detailed practical exposure to salary structures and compensation components.

Students were introduced to:

- Salary structures
- Earnings
- Allowances
- Deductions
- Employee-specific salary information
- Components influencing payroll calculations

The practical sessions helped students understand how compensation-related concepts are translated into a digital payroll environment.

This component was particularly relevant from the perspective of Compensation Management, Human Resource Management, and Payroll Administration.

F. Payroll Processing

Payroll processing was one of the central components of the extended training programme.

Students were guided through the logical sequence of payroll processing and were provided practical exposure to the relationship among employee information, salary structures, earnings, deductions, and final payroll output.

G. Earnings and Deductions

The training included practical understanding of the role of earnings and deductions in determining employee compensation.

Students were guided to understand:

- Different salary components
- Earnings-related information
- Deduction-related information
- Impact of deductions on final salary
- Accuracy and verification of payroll information

The sessions emphasized the importance of systematic data entry and verification in payroll administration.

H. Payslip Generation and Interpretation

Students were introduced to the generation and interpretation of employee payslips.

This activity enabled students to understand how various salary components are reflected in the final payroll document and how the information presented in a payslip can be interpreted from an employee and HR administration perspective.

The activity also helped students connect classroom concepts relating to salary administration and compensation with an actual digital output.

I. Payroll Reports and Information Management

Students were introduced to payroll-related reports and their relevance to organizational administration.

The sessions emphasized the role of payroll information in:

- Payroll verification
- Employee record maintenance
- HR administration
- Salary-related review
- Management reporting
- Administrative decision-making

Students were encouraged to understand payroll information not only from a processing perspective but also from a management information and administrative perspective.

Practical Exercises and Continuous Practice

A distinguishing feature of the programme was the emphasis on continuous hands-on practice over the extended training period.

Students were provided opportunities to practice the software functionalities covered during the sessions. The extended duration enabled students to revisit previously introduced concepts, clarify operational difficulties, and improve their familiarity with the software environment.

The practical learning activities included:

- Software navigation
- Organization-related setup
- Employee data management
- Salary structure preparation
- Earnings and deductions
- Payroll processing
- Payslip generation
- Payroll information review
- Report-related activities
- Practice and revision

This repeated practice-oriented approach strengthened students' confidence in using the software.

Basic Introduction to Zoho Books

Towards the latter part of the programme, students were provided with a basic introduction to Zoho Books, with the objective of familiarizing them with cloud-based accounting and digital business transaction management. The sessions covered the fundamentals of Zoho Books, including organization setup, basic accounting concepts, Chart of Accounts, customer and vendor management, sales and purchase transactions, invoice preparation, expense recording, and an overview of accounting and financial reports. The training enabled students to understand how business transactions can be systematically recorded, managed, and monitored through a digital accounting platform. This component complemented the comprehensive Zoho Payroll training by providing students with broader exposure to technology-enabled business functions and strengthening their understanding of the integration between HR, payroll, finance, accounting, and business operations.

Programme Outcomes

The programme enhanced students' practical proficiency in Zoho Payroll by providing hands-on exposure to employee management, salary structures, earnings and deductions, payroll processing, payslip generation, and payroll reporting. Students also gained foundational knowledge of Zoho Books and digital accounting processes. Overall, the training strengthened their digital competency, practical application skills, industry awareness, and employability, enabling them to better understand and apply technology-driven processes in HR, payroll, finance, and business operations.

Conclusion

The Comprehensive Training Programme on Zoho Payroll Software and Basic Introduction to Zoho Books was conducted from 06 July 2026 to 14 August 2026 at KKB Lab 302 by the School of Management, in association with Career School HR and IT Solutions, Chennai. The programme provided hands-on exposure to Zoho Payroll, covering organization setup, employee management, salary structures, earnings and deductions, payroll processing, payslip generation, and payroll reporting, along with a basic introduction to Zoho Books and digital accounting practices. The extended duration enabled students to progressively learn, practice, and apply the software functionalities, thereby strengthening their digital competency, practical skills, industry awareness, and employability. The programme supported experiential learning, value-added education, skill development, and industry readiness. A total of 39 students benefited from the training-cum-skill development programme, which was coordinated by Dr. K. Venkateswarlu and facilitated by Mr. Sai Masa, Trainer, Career School HR and IT Solutions, Chennai.