### A comprehensive 3-Day HR-Focused Workshop design based on Nigeria's New Tax Law.

## 1. Title of the Workshop

"HR & the New Tax Landscape: Aligning People, Pay, and Policy for 2026 Compliance"

# 2. Strategic Objective

To equip HR professionals with the knowledge, tools, and frameworks necessary to effectively interprete, implement, and align organisational HR practices with Nigeria's 2025 Tax Reform Laws, ensuring compliance, cost-efficiency, and employee trust.

# 3. Learning Outcomes

By the end of the workshop, participants will be able to:

- 1. Interprete key changes in Nigeria's 2025 Tax Laws and their implications for HR operations.
- 2. **Redesign payroll structures** in alignment with the new PIT, CIT, and VAT frameworks.
- 3. **Conduct internal tax audits** on employee compensation and benefits to ensure compliance.
- 4. **Communicate tax changes** effectively to staff and manage concerns on take-home pay.
- 5. Collaborate with Finance and Legal teams to update policies and contracts.
- 6. **Align benefits, rewards, and severance packages** with new exemptions and tax thresholds.
- 7. **Prepare HR documentation and reporting** for possible audits or inquiries by tax authorities.

## 4. Learning Outline

## Day 1: Understanding the New Tax Framework and HR's Responsibility

- Session 1.1: Introduction to the New Nigerian Tax Acts
- Session 1.2: Deep Dive Personal Income Tax (PIT) & Development Levy
- Session 1.3: Employee Tax Classifications and Exemptions
- Session 1.4: HR's Role in Tax Education & Staff Engagement

### Day 2: Payroll, Benefits, and Compensation Strategy

- Session 2.1: Designing Compliant Payroll Structures (2026-ready)
- Session 2.2: Tax Implications for Allowances, Bonuses, and Non-Cash Benefits
- Session 2.3: Reviewing Severance, Injury, and Exit Packages under New Law
- Session 2.4: Case Study Activity Redesigning a Pay Structure for Compliance

### Day 3: HR Governance, Documentation, and Risk Management

- Session 3.1: Tax Filing, HR Documentation & Digital Invoicing Systems
- Session 3.2: Employee Records, Leave, and Taxable Fringe Benefits
- Session 3.3: Building a Cross-Functional Compliance Taskforce
- Session 3.4: Simulation Workshop Conducting a HR-Led Internal Tax Audit

# 5. Workshop Contents and Activities

Session	Content	Activity	
1.1 Introduction to the	Overview of the NTA, NTAA, NRS	Interactive Poll: "What Do You	
New Nigerian Tax Acts	Act	Know?"	

Session	Content	Activity	
<b>1.2</b> Deep Dive – PIT & Development Levy	Detailed review of new PIT thresholds, levy structure, exemptions	Role Play: Staff with Varying Incomes — Identify Impact	
<b>1.3</b> Employee Tax Classifications	Taxable vs. Non-Taxable Benefits, Remote/Digital Work Tax Implications	Group Mapping Exercise: Tax Status of Employee Types	
<b>1.4</b> HR's Role in Tax Education	Developing internal awareness campaigns	Team Brainstorm: Staff FAQs + HR Comms Plan	
<b>2.1</b> Payroll Compliance 2026	Payroll policy audit checklist, reporting cycles	Mini Audit: Find 3 Non- Compliant Practices	
2.2 Tax on Benefits	Housing, Transport, Furniture, Internet, Pensions	Spreadsheet Analysis: Before & After Tax Scenario	
<b>2.3</b> Severance and Exit Pay	New exemptions up to <del>N</del> 50M, documentation protocol	Mock Board Room Presentation: Approving New Exit Packages	
<b>2.4</b> Case Study Activity	Organisation Case: "Omnibus Manufacturing Ltd."	Group Presentation: Propose New Compensation Strategy	
<b>3.1</b> HR & Digital Compliance	e-Invoicing, e-Filing, HRMS integration for tax	Demo Walkthrough: HR Digital Tax Dashboard	
<b>3.2</b> Taxable Fringe Benefits	Leave allowance, car loans, gift cards	Peer Review: Audit a Staff Benefits Policy	
<b>3.3</b> Cross-Functional Teams	HR x Finance x Legal compliance model	Activity: Build a Compliance Org Chart	
<b>3.4</b> Simulation Workshop	Internal HR Tax Audit Simulation	Simulation: Team presents audit findings to "Board"	

# 7. Ideal Participants (Who Will Benefit Most)

## 1. HR Managers & Heads of HR Departments

• To **lead internal compliance**, redesign pay structures, and align HR practices with the new law.

### 2. Compensation & Benefits Specialists

• To **reclassify taxable benefits**, restructure rewards, and manage statutory contributions accurately.

### 3. Payroll Officers & HR Accountants

• To **automate deductions**, validate pay slips, and align payroll software or tools with new tax mandates.

## 4. Employee Relations & Industrial Relations Professionals

• To **manage conversations** on tax deductions, staff concerns, and severance taxation disputes.

### 5. HR Policy Developers & HR Legal Advisors

• To **review and update HR policies, handbooks, and contracts** in line with evolving tax obligations.

### 6. CHROs and HR Business Partners

• To **strategically advise management**, lead cross-functional compliance efforts, and anticipate fiscal risks in talent management.