

# EFFECTIVE PAYROLL ADMINISTRATION TECHNIQUES



## INTRODUCTION

Compliance to the relevant Labour Act and regulations (and ensure compliance to the latest revision) are critical to avoid negative staff morale and costly penalties. The accurate definition, compliance and computation of wages, working hours, overtime calculation, EPF & SOCSO, PCB and many others will minimize disruption to your operations and company integrity.

It is imperative for employers, HR practitioners, Payroll staff, or anyone involve in Payroll & Benefits Computations, to be aware and thoroughly understand the interpretations of the relevant Act and regulations, the latest revisions to the Labour Acts and implications arising from the Budget announcement.

Our experienced, hands-on Trainer will ensure you are well equipped and competent to apply and comply with the requirements of the law and contracts, and to fully understand the employer's and employees' rights. You will benefit fully from our real-life case studies and reflective discussions and competency exercises.

## WHO SHOULD ATTEND?

- Human Resource and Payroll Managers/ Executives/ Supervisors/ Officers/ Assistants
- All personnel involved in handling human resources matter and Salary administration & benefits

## COURSE OUTLINE

- Introduction and Payroll Documentations
- Contract of Service and Contract for Service
- Rights of a Probationer

## OBJECTIVES

Being a fully competencies based workshop, participants will be fully competent upon completion and participations of program. At the of the program, participants will be able to:

- Understand the difference between Contract of Service and Contract for Service
- Compute Payroll accurately in compliance with latest amendments
- Calculate work done and overtime computations
- Calculate Annual leave encashment and entitlement
- Understand the difference between Paid and unpaid Maternity leave
- Compute incomplete month of service
- Calculate Retrenchment benefits and entitlement
- Understand EPF and SOCSO contributions benefits
- Understand PCB/MTD deductions

- Overtime Payment and Calculations
- Termination of Employment
- Introduction to PCB/MTD
- IR Court & Labour Court Case Studies



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