

[HUMAN RESOURCE SERIES]

EFFECTIVE PAYROLL ADMINISTRATION TECHNIQUES



COURSE OVERVIEW

The accuracy and fairness in managing the payroll must not be overlooked. Compliance to the relevant Labour Act and regulations are critical to ensure the accuracy and fairness in handling payroll administration in order to avoid negative staff morale and costly penalties. The accurate definition, compliance and computation of wages, working hours, overtime calculation, EPF & SOCSO, 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. 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, as per the latest revisions.

COURSE OBJECTIVES

- Have a better understanding of legal implications related to payroll matters, including the latest labour law amendments and budget announcement.
- Understand and know how to calculate wages in accordance with the law
- Understand the kinds of decisions involved in establishing a pay structure
- Know how to recognise employee contributions with pay
- Avoid complaints based on miscalculation of wages
- Comply with Employment Act, EPF and SOCSO
- Know how to propose effective wage increments
- Establish high levels of confidence and trust in the workforce

TARGET AUDIENCE

Managers, executives, clerks and all related personnel involved in payroll, HR and accounts.

COURSE OUTLINE

- Module 1: General and Contract of Service
- Module 2: Working Hours
- Module 3: Establishing A Pay Structure
- Module 4: Payment of Wages
- Module 5: Payment of Overtime Allowances
- Module 6: Payment of Termination of Employment
- Module 7: Employee Provident Fund
- Module 8: SOCSO Contributions
- Module 9: Introduction to Individual Tax
- Module 10: Case Studies

COMFORI SDN BHD

E-02-03, East Wing, Subang Square Business Centre
Jalan SS15/4G, 47500 Subang Jaya, Selangor Malaysia

If you have any enquiries,
please call us at **03-56213630** OR email to **info@comfori.com**



SBL CLAIMABLE