

EFFECTIVE PAYROLL ADMINISTRATION TECHNIQUES

AVAILABLE FOR OFFLINE & ONLINE



Human
Resource
Series

OVERVIEW

It is imperative for Payroll personnel, HR Practitioners, Employers or anyone involve in Payroll & Benefits Administration, to be aware and thoroughly understand the interpretations of the relevant Acts and regulations. To understand the effect of any triggered evolution or unprecedented global crisis, taking into account any latest revisions to the Labour Acts and implications arising from the Budget announcement. The accurate definition, compliance and computation of wages, working hours & overtime, EPF, SOCSO & EIS obligations and PCB calculations will minimize disruption to your operations and Company's integrity.

WHO SHOULD ATTEND?

- ✓ HR / Payroll Managers, Executives, Assistants, Officers, Compensation and Benefits personnel
- ✓ Branch / Outlet / Restaurant Managers
- ✓ Payroll Service Providers

OBJECTIVE

- Manage Payroll accurately in compliance with the latest Employment law amendments
- Understand the difference between Contract of Service and Contract for Service
- 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 and Payment in-lieu
- Calculate Retrenchment benefits, entitlement and compliances
- Understand EPF, SOCSO and EIS contributions and benefits