

Effective Payroll Administration Techniques

AVAILABLE FOR OFFLINE & ONLINE

OVERVIEW

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.

OBJECTIVE

- 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



If you have any enquiries,
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