

HR 002: Effective Compensation & Payroll Administration Techniques

[2-Day Program]



Overview

Payroll administration is an important function in an organisation and its huge responsibilities cannot be taken lightly by its managers and administrators. Employees today, expect to be paid on time, know their rights and their employer's obligations. Many are also aware of the various regulations/ laws governing payroll and salary.

This course is specially designed for staff that are involved payroll/ salary administration, HR Department, Finance & Administration Department and anyone who wants an in depth knowledge on how to handle payroll administration. Important sections of the Labour Law will also be covered in this course.

Learning Outcomes

Upon completion of programme, participants will be able to:

- Discover legal implications related to payroll matters
- Calculate wages accordance to the law
- Establish a pay structure
- Understand salary and productivity concepts with PLWS
- Handle issues and problems related to payroll
- Recognise employee contributions with pay
- Avoid complains due to miscalculation of wages
- Comply to Employment Act, EPF and SOCSO
- Propose an effective wages increase

- Develop compensation strategies which could attract, motivate and retain talent

Who Must Attend.

- Payroll administrators, executives and officers
- HR administrators, executives and officers
- Managers responsible for planning, implementing, monitoring and approval for payroll and salary matters
- Finance & Accounts Managers and executives
- Business owners & company directors
- Anyone requiring specialized knowledge and skills, and also updated information on current regulations

Course Detail

Day 1:

Module 1: GENERAL & CONTRACT OF SERVICE

- Historical background of Employment Act 1955
- Objective, definitions and interpretations
- Fixed term contract / contractors
- Employees and employer rights
- Notice and termination

Module 2: ESTABLISHING A PAY STRUCTURE

- Decisions about pay
- Equity in pay
- Legal requirements for pay
- Wage and payment systems
- Legislation relating to payment of wages
- Legislation relating to working hours
- Choosing a working hours system
- Employee judgements about pay fairness
- Successful implementation of a productivity linked wages system (PLWS)
- Linking incentives and increment to individual performance

Module 3: BENEFITS AND REWARDS

- Statutory benefits
- Non statutory benefits
- Trends in benefit packages
- Non financial rewards
- Financial rewards

Module 4: PAYMENT OF WAGES

- Mode of wage payment
- Meaning of “Wages Period”
- Deadline set for payment of wages
- Deadline for payment of overtime wages
- Effects on deductions from wages
- Maximum deductions from wages in one period
- Payment of resignation, termination and dismissal
- Working hours
- Maximum allowed shift work
- Breaktimes
- Rest days, holidays and non working days
- Annual leave balance calculation
- Sick leave and hospitalization payment
- Annual increment, bonus and promotion
- Termination and layoff benefit

Day 2:

Module 5: PAYMENT OF OVERTIME ALLOWANCES

- Definition of “Overtime” and normal hours of work
- Maximum hours of overtime permitted
- “Ordinary rate of pay” and Hourly rate of pay”
- Payment of wages on spread over period of working hours
- Rate of overtime pay on a paid public holiday

Module 6: EMPLOYMENT OF WOMEN & THE LAW

- Definition of confinement
- Length of maternity benefit period
- Notice and variation of maternity benefit period
- Other issues relating to maternity benefit

Module 7: INTRODUCTION TO INDIVIDUAL TAXATION

- Basis period for individuals
- Tax residency for individuals
- Types of employment income
- Tax exemptions benefits
- Types of personal tax relief and tax rebates
- Self assessment system for employees

Module 8: EPF ACT 1991

- Compulsory contributions
- Definition of wages under EPF Act
- Types of personal income and EPF Act
- Statement of EPF contributions

- Nomination of beneficiaries
- Procedures for withdrawal
- Offences and fines

Module 9: SOCIAL SECURITY ACT (SOCSO) 1969

- Members benefit
- Compulsory contributions
- Categories of employee covered
- Scheme of insurance
- Meaning of invalidity
- Compensation payment

Methodology

- Presentation
- Action Based Learning with group activities
- Case Study Analysis
- Explore Best Practices
- Q&A sessions

Course Leader

MS WENDY TEE

Wendy Tee Leap Sing has over twelve years of experience in senior management and human resources positions for diversified industrial and business environments. Graduated with a Master of Business Administration (UM), Master of Information Technology (UM), Certified Financial Planner (CFP), Certified Business coach (UM), Registered Financial Planner (RFP), Certified Trainer (PSMB) and Certified Advance Human Resource Practitioner (MIHRM), she has undergone intensive academic training in various human development and knowledge improvement.

As a trainer, speaker and consultant, Wendy had spent hundreds of hours in training, speaking and conducting training related to personal development and performance management. Her training sessions are enhanced with trainees getting exposure to personal development, improved service productivity and performance. She commits herself towards creating results in personal excellence and inspiring people to their best at whatever they do. Her vast experience and exposure in different industries has given her an in depth understanding in training and development needs which she delivers with passion, performance, positive, integrity and energetic .

Wendy is actively involved in HR consultancy, management training and research. Her latest responsibility involves the business coaching, business training, management consultancy, management and lecturing of Master of Business Administration (CEMBA) programs for Wawasan Open University. She has experience managing training programs in local universities, in house training and public seminar training. Her expertise include designing training needs assessment, developing training materials, monitoring and tracking of training programs successfulness and implementing training evaluation. Having been trained as a qualified trainer, she has extensive skill and knowledge operations effectiveness, fitness analysis, gap analysis and needs assessments. For the past ten years she has been involved in lecturing and training in Financial Accounting and Reporting Skills, Personal Financial Planning, Corporate Financial Management, Practical Budgeting & Cost Reduction Technique, Mastering Company Accounts for Financial Statement Analysis, Balanced Scorecard linked with Performance Management, Training Need and Analysis, Payroll Administration Techniques and Setting Departmental Key Performance Indicators (KPIs).

Wendy is also a Human Resource consultant and certified trainer now appointed from Pembangunan Sumber Manuasia Berhad (PSMB), National Human Resources Centre (NHRC) and Malaysian Institute of Human Resource Management (MIHRM), providing comprehensive and independent Human Resource advisory to clients. In addition to consulting with and servicing clients, she is responsible for HR training, coaching & advisory for the company. In the area of Human Resource Management, Wendy focuses on Strategic Talent Management, Training and Development Management, Performance Management, Payroll Management and Setting Departmental & Inter Departmental Key performance Indicators (KPIs). Participants in her programs have come from various organization such as Chua Song Seng Group,

CS Yap Metalparts Industrial, The Faceshop, Family store (Melaka), Far East Corrugated Carton Industrial, Piau Kee Live and Frozen Seafoods, Linexcom IT, LMM Marketing, Lott Inspection, Vedel IT Service, Aztel Corporation, Kuroda Electric, Persduri Sdn Bhd, Evershine Stainless Steel, Quality Results, ARL Equestrian, ARL Global, See Song & Sons, Godell Parking (KL).

Wendy is now a Human Resource consultant with Academic Management & Training Services, providing comprehensive and independent Human Resource advisory to clients. She is also pursuing her Doctor of Business Administration (DBA) from Universiti Utara Malaysia (UUM).

Course Fee

Request For Quotation For In-House Programme

Certificate

Upon successful completion of this program, you will receive a Certificate of Attendance.

Certificates are distributed on the final day of the program.

Payment mode:

Please make payment to:

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1. BANK IN CHEQUE

Bank in and then scan the Bank-in slip and email to us before the course commence to confirm your seat.

OR Courier your cheque payment to our Finance HQ.

*Note that we DO NOT take any payments during the event.

3. BANK IN CASH: You can also pay by cash through bank-in our company bank account.

4. Interbank Transfer- You can also opt to use GIRO transfer.