TRAINING OUTLINE

COURSE TITLE	Mastering Payroll Administration
DURATION	2 days

Introduction

Salary and benefits remain as one of the primary elements that motivate workforce in the marketplace. One of the payroll administrator's competencies is to administer payroll legally and complied with local regulations. Hence, this course enables payroll administrator to process payroll confidently and comply to the requirement of the law. The concepts and principles underlying will be explained with examples, and case studies will be navigated for better understanding and application thereafter.

Training Objective

- At the end the workshop, the participants are able to:
- Know how payroll works
- Maintain timely and accurate compensation
- Diminish payroll discrepancies
- Understand the employer's and employee's rights
- Make decision in payroll process

Who Should Attend?

- Payroll and/or HR Officer
- Senior Executive/Executive
- Assistant Manager/Manager
- Compensation & Benefits Specialist/Officer

Learning Methodologies

Interactive manner lectures, case studies, quiz, individual assignment.

Course Content

Day 1:

- **Module 1: Pre-payroll Credentials**
  - Payroll setting
  - Payroll cycle
  - Payroll cut off
  - Payroll control

- **Module 2: Payroll Process**
  - Monthly process
  - Yearly process

- **Module 3: Wages Management**
  - Legal pay date
  - Legal deduction and limitation
  - Minimum wage order
  - Ordinary rate of pay
  - Incomplete month salary

- **Module 4: Additional Pay**
  - Fixed and variable pay
  - Normal working hours
  - Overtime claim

Day 2:

- **Module 5: Paid Leave and Paid Public Holidays**
  - Minimum gazette Public Holidays
  - Substitutable Holidays
  - Ad-hoc holiday
  - Types of paid leave and entitlements

- **Module 6: Part Time Employment Regulations**
  - Definition of part time employee under regulations
  - Differences of part time and casual labor
  - Part timer entitlements

- **Module 7: Employer's Obligation in statutory/ agencies**
  - Employer's responsibilities from tax perspective
  - Employer's responsibilities from EPF perspective
  - Employer's responsibilities from SOCSO perspective
  - Employer's responsibilities from HRDC perspective