# TRAINING OUTLINE

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| **COURSE TITLE** | Preparation towards e-Data Praisi/ CP8D/ PCB-II/ EA-forms |
| **DURATION** | 1 day |

## Introduction

Year-end closing would be troublesome if we didn't plan it ahead. Therefore, a comprehensive list is needed as a guide to accelerate the process of extraction data in compliance to the regulations. Whether you are do it inhouse or outsource, to master this skill is essential for your career development as a full stack payroll professional. Join it now before begin the year-end preparation works and follow this course will give you a better idea on how-to do it.

## Training Objective

At the end of the workshop, the participants are able to:

- Know how to draft out the checklist
- Understand each incumbent on EA-form
- Legally compliant
- Minimize potential discrepancies

## Who Should Attend?

Payroll and/or HR Officer/ Executive/ Senior Executive/ Assistant Manager/ Manager

## Learning Methodologies

Lectures, case studies, quiz

## Course Content

**09:00am - 09:30am**
- Ice-breaking.

**09:30am - 10:30am**
- Module introduction & overview

**10:30am - 11:30am**
Module 1: Year-end Activities
- Understand payroll setting
- Factors impacting year-end payroll closing
- Checklist

**11:30am - 01:00pm**
Module 2: Understand EA-form incumbents
• Responsibility of tax payer
• Due date of submission
• Documentation
• Type of assessment (individual or joint)

**01:000pm - 02:00pm**
- Lunch Break

**02:00pm - 03:00pm**
Module 3: Understand CP8D Incumbents
- Return form of Employer & CP8D
- eData Praisi
- PCB-II statements
- Due date of submission

**03:00pm - 04:30pm**
Module 4: Preparation of EA-form & CP8D
- Review payroll policies and procedures
- Reconcile payroll accounts
- VOLA computation and updates
- BIK computation and updates

**04:30pm - 05:00pm**
- Q&A and quiz