



# Payroll Administration Skills and The Laws

SBL/HRDF Claimable

## Objectives

Upon completion on this programme, participants will be able to:-

- Learn the legal considerations in compensation
- Understand payroll administration and comply to the Malaysian Laws (EA, EPF, SOCSO, EIS, HRDF & MTD/PCB)
- Have better understanding on payroll workflow thus work more efficiently
- Analyse the efficiency of current company practices based on case studies of various companies in different industries

## Course Content

### **Module 1: Introduction – Contract of Service and Contract for Service**

- Employment Act 1955's Impact on Payroll
- Minimum Wages Order
- An Employee, a Contract of Service, and Labour Laws, and the Collective Agreement
- Types of Employees – Full Time, Part Time, Fixed Term, Open Term
- Forms of Pay Rate - Daily Rated, Monthly Rated and Piece Rated Employee
- Exempt and Non-exempt Employees, and Terms and Conditions of Employment for Employees Not Under EA 1955
- Difference between Wages and Salary

- Different Definition of Wages under the Various Laws
- Calculation of Salary for Incomplete Month
- Payment of Wages through the Bank and Payment in Cash or Cheque
- The Payslip and its Contents

## **Module 2: Security and Controls**

- New Employees
- Overtime Controls
- Leave Controls
- Confidentiality of Payroll Information

## **Module 3: Employment Act 1955**

- Part-Time Employees
  - Part-Timer Who Are Protected
  - Pro-Rated Annual Leave Days, Sick Leave Entitlement
  - Paid Public Holidays Entitlement
  - Computing OT and Payment for Work on Special Days
- Regular Employees
  - Rest Days, Controls and Payment Rates for Work Done
  - Authority to Compel Work on a Rest Day?
- Normal Hours of Work and OT
  - Normal Hours and Overtime
  - Spread-Over of Work Hours
  - Value of a Day's Pay
  - Calculation of OT at ORP
  - Limits on OT Hours
- Annual Leave, Unpaid Leave and Absenteeism
  - Minimum Entitlement to Annual Leave
  - Encashment of Leave, Forfeiting Annual Leave & Carrying Forward
  - Salary Computation and Deduction for Unpaid Leave
  - Computation for Absenteeism
- Compulsory and Non-Compulsory Public Holidays
  - Minimum Entitlement
  - Compulsory and Non-Compulsory Holidays
  - Payment Rates for Work on PH and OT on PH
  - Forfeiting Holiday Pay
- Paid and Unpaid Sick Leave, and Hospitalisation
  - Statutory Minimum Days
  - Sick Leave and Hospitalisation Leave Beyond Entitlement

- Deemed Hospitalisation Leave
- Payable Sick Leave and Non-Payable
- Handling Sick Leave Beyond Entitlement Limits and Malingering Cases
- Paid Maternity Leave
  - Scope of, and Range of Maternity Protection
  - Entitlement to Maternity Leave and Eligibility
  - Entitlement to Maternity Allowance and Eligibility
  - Calculation for Maternity Leave
  - Payment of Maternity Allowance to employee who Already Left the Job
  - Loss of Maternity Benefits
- Deductions from Salary
  - Deductions Allowed by Law
  - Deductions requiring Employee Consent, and Authorisation
  - Limitations on Monthly Deductions
  - Date of Payment of Salary, Normal and Upon Terminations
- Termination, Resignation and Dismissal
  - Statutory Notice Period and Contractual Notice Period
  - Calculating Payment in lieu of Notice Period
  - Calculating of Salary for Last Day of Service
  - Payment Date of Last Salary
- Retrenchment and VSS
  - Statutory Notice Period for Retrenchment
  - Obligation to Notice Authorities
  - Difference between Termination and Lay Off Benefit and Retrenchment Benefit
  - Who is Eligible for Termination and Lay Off Benefits
  - Retrenchment Benefits for Employees not covered by EA 1955
  - Calculation for Payment of Retrenchment Benefit
  - Payment Date of Retrenchment Benefit

#### **Module 4: Income Tax, EPF, SOCSO, EIS and HRDF**

- EPF Contributions, Definition of Wages, Contribution of Various Categories including Foreign Workers
- SOCSO Contributions, Definition of Wages, for Local and Foreign Workers
- EIS Contributions
- Income Tax Monthly Deductions (MTD/PCB), Tax Exemptions and Rebates, Tax on Benefits and Perks

When & Where	Who Should Attend	Training Investment
<p>14 &amp; 15 January 2019 (Monday &amp; Tuesday) 9.00 am to 5.00 pm</p> <p>Empire Hotel, Subang</p>	<p>Payroll Specialists, Compensation &amp; Benefits Specialists, Finance Personnel, HR Personnel and anyone who is involved in payroll</p>	<p>RM 1,380 per participant for 2 days (include Lunch, Tea Breaks, Course Materials &amp; Certificate of Completion)</p> <p>Early Bird (before Jan `19) – RM 1,280</p> <p>Group Discount (3 or more) – 10%</p>

### Trainer's Profile

#### Chan Wang Tak

Profession Credentials:-

1. Registered Pakar Industri Negara (PIND) in HRM and Business by the Jabatan Pembangunan Kemahiran of the Human Resource
2. Elected Council Member of the Malaysian Institute of Human Resource Management (2016 – 2018)
3. Industrial Court Panel Member (1990 – 1993)
4. HR Manager of Carter Semiconductor (M) Sdn Bhd (1973 – 1982)
5. Group Human Resource Manager of Georgetown Holdings Bhd (1983 – 1993)
6. Company Director, Principal Consultant of JBN Associates (M) Sdn Bhd (1995 – 2001)
7. Owner and Principal Consultant of Sow & Harvest Consulting Service (2001 – 2016)



Training Experience:-

- Lectures for the Malaysian Institute of Human Resource Management (MIHRM) in the following programs:
  - Certified Human Resource Manager
  - Certified Human Resource Officer
  - Certified Compensation and Benefits Manager
  - Certified Advanced Human Resource Manager
- Lectures at the Nilai University on Compensation and Benefits Management
- Conducts public and inhouse programs (Malaysian Labour Laws, Discipline Management and Industrial Relations, Domestic Inquiry and Investigation Skills,

KPI setting and Performance Management Skills, Developing Competitive Salary Structures, Payroll Administration Skills, etc.)

Consultancy Experience:-

- Compensation consultancy and projects in setting up salary structures for companies such as Cement Industries (Sabah) Sdn Bhd, Agensi Kaunseling Dan Pengurusan Kredit (AKPK), JVC Philips Manufacturing Sdn Bhd.
- Set Up Performance Management System for private companies eg. JK Concept Sdn Bhd, Denso Malaysia Sdn Bhd.
- Provide HR management consultancy and HR department development, restructure HR functions for JR Auto Oil Seal Sdn Bhd, Kenwood, Wong Kok Group Sabah,
- Set up training department and transfer training management skills to internal team JVC Philips Manufacturing Sdn Bhd, Kenwood Electronics Technologies (M) Sdn Bhd.
- Represent private companies at the labour office, e.g. Super Departmental Store Sdn Bhd, JR Auto Oil Seal Sdn Bhd.
- Perform comparative studies on employee benefits for private companies, e.g. FFM Bhd
- Perform review of company's handbook, HR procedures and create employee handbook, e.g KKIP Power Sabah Sdn Bhd, Smiggley's Singapore
- Conduct HR Audit e.g. Pulai Spring Resort Sdn Bhd

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### Contact Us

**Carriera Academy Sdn Bhd (Training & Recruitment)**  
Download our company profile [here](#)

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