

Effective Payroll Administration

“Learn how to prepare your payroll according to the laws in Malaysia today”

Introduction

This course looks at the various benefits in kind or cash that should be paid to employees under the Employment Act 1955 as well as making the necessary deductions and contributions for SOCSO, EPF and income tax according to the new MTD Schedule.

Objectives

At the end of the programme participants are able to:

- Calculate all payments due to PH, Rest Days, Maternity Leave, Sick Leave, Unpaid leave, and other leave & OT and other payments due to resignation, termination and retrenchment under the Employment Act 1955
- Clearly identify ‘wages income’ for SOCSO, EPF & Income Tax deductions
- Prepare the payroll manually and be able to explain to employees very clearly and logically how the EPF, SOCSO and Income Tax deductions (MTD) are computed besides other calculations

Learning Process

There is a complete presentation of the various formulas and tables in the computation of the payroll followed by demonstrations of how to use them. Participants get to experience and practice what they have learnt through workshop exercises. To round up participants are required to prepare the complete payroll report to have an overall understanding of the topic

The whole program is done using a manual method so that participants understand the how and why of the payroll preparation so that they can even prepare the payroll in the absence of computers and explain the computation to other employees.

Throughout the program the facilitator is always available to lend a hand to rectify errors and provide clarifications.

A handy take-away referral manual comprising of rules and tables is used through out the program.

Who Should Attend

HR / Payroll executives, supervisors, assistant, clerk and anyone who are involved in payroll administration.

Program Outline

Module 1

Calculate payment for work done on week days, PH and Rest Days and for OT work under the Employment Act 1955

Module 2

Formula for computing prorated wages for the month where employee joins late or terminates early or goes on unpaid leave under the Employment Act 1955

Module 3

Rate of payment to be applied for encashment of annual leave, maternity leave under the Employment Act 1955

Module 4

Calculate retrenchment benefits payment under the Employment Act 1955

Module 5

What are the wages that attract EPF, SOCSO and income tax deductions?

Module 6

Limitation of deduction from wages

Module 7

Using the Income Tax formula for calculating the monthly tax deductions (MTD)

The Expert Profile

Cyril has vast real work experience, in local and multinational companies, of more than 18 years in the field of Human Resources Management, Administration and Operations in various industries: banking, manufacturing, hospitality, tourism, and publications. He last held the position of Director of Administration and Human Resources. He is now a lecturer and corporate trainer.

He has a BA (English) and MA (Human Resource Management). In his work experience he has gone through the whole gamut of HRM including: setting up the HR Department A-Z with appropriate systems, designing policies and procedures, handling misconduct, taking disciplinary action, conducting the domestic inquiry, handling grievances, carrying out negotiations with trade unions and collective agreements, administration of the Employment Act 1955 and Regulations, Company Policies, etc; at all levels

Cyril is a PSMB Certified Trainer for Corporate Programmes (PSMB/ TTT 0217) and a PSMB Approved Trainer in English and Business Communication for the PSMB Graduate Training Scheme; He trains and facilitates programmes in Human Resource Management, Employment Laws, Managerial Skills, Customer Relations, Soft Skills, English and Business Communication.



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Workshop *Fees includes workshop materials, refreshment, lunch and certificate of attendance but excludes Bank charges & VAT per payment

Session	Date	Location	Normal Fees	Early-Bird Due Date
	<input type="checkbox"/> 20-21 Feb 2012	Grand Dorsett Subang Hotel, Selangor	RM 1590	20 Jan 2012
	<input type="checkbox"/> 21-22 May 2012	Grand Dorsett Subang Hotel, Selangor	RM 1590	27 Apr 2012
Discount	Early Bird Registration <input type="checkbox"/> 5%			
	Group Registration <input type="checkbox"/> 3 or more at 5% off <input type="checkbox"/> 5 or more at 7% off <input type="checkbox"/> 8 or more at 10% off			

Schedule

- 08:30 Registration
- 09:00 Workshop Begins
- 10:30 Coffee & Networking
- 10:45 Workshop Resumes
- 13:00 Networking Luncheon
- 14:00 Workshop Resumes
- 15:30 Coffee & Networking
- 15:45 Workshop Resumes
- 17:00 Workshop Ends

Organization Details

Organization Name _____

Address _____

Tel _____ Fax _____

Participant Details

Name	Job Title	Email	Direct Line
1.			
2.			
3.			

The invoice should be directed to

Name _____ Job Title _____

Email _____ Direct Line _____

Authorising Manager's Details

Name _____ Job Title _____

Email _____ Direct Line _____

Signature _____ Date _____

*The booking is invalid without a signature.

After complete this form,
please fax it to (603) 40235716

CANCELLATION & SUBSTITUTIONS: This registration may only be cancelled in writing not later than two weeks before the workshop begins. The booking may not be cancelled nor any fees refunded thereafter. A substitute may be named at any time before the workshop begins.

HOTEL ACCOMMODATION: Accommodation is not included in the workshop fees. To enjoy privileged room rates, please contact us and let us know your accommodation's arrangement.

For more information on the hotel, please visit http://www.gin-my.com/contact_us

NOTE: It may be necessary for reasons beyond control, to change the content and timing of the event, speaker(s) or venue. Every effort will be made to inform the participant of the change. Global Intelligence Network should not hold liable for any cost arising from this change.

PAYMENTS: An invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event in order to be eligible for attending. Walk-in delegates with payment will be admitted on a space available basis. Payment may be made via cross cheque / bank draft / electronic transfer, made in favour of:

Global Intelligence Network (M) Sdn Bhd
268-2-1, Wisma Mutiara Genting,
Jalan Ayer Jerneh Off Jalan Genting Kelang,
53300 Setapak, Kuala Lumpur,
Malaysia.

Details for Telegraphic Transfer:
Bank: RHB Bank
Branch: Setapak, Kuala Lumpur
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