

# 薪资管理基础班

## (MC) Fundamental of Payroll Administration Skills and the Laws

Date(日期): **4 October 2022**

Time(时间): **9 a.m. to 5 p.m.**

Course Facilitator(讲师):  
**Mr. Chin Wai Hong**  
(认证讲师)

Online Learning(线上) - Zoom  
**RM 700 per pax (每人)**  
Included SST

Registration Link(报名链接):

**CLICK HERE**



Host by: \*HRDC Claimable / payable to MEF Academy Sdn. Bhd



# Objective

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

## Who Should Attend?

- Payroll Specialists
- Compensation & Benefits Specialists
- Finance Personnel
- HR Personnel
- and anyone who is involved in payroll

## Course Requirement

- Stable Internet Connection
- Webcam and Earphones

### **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 Day
- 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

## **Course Outline**

**Time: 9am –5pm**  
**Lunch: 1pm–2pm**

- 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

# Trainer Profile Highlights

## CHIN WAI HONG

- **Founder, Managing Director of Scrum HR Group Sdn Bhd**
- **Certified Trainer, Coach, Mentor.**
- **Post Graduate Diploma in Mgmt. Psychology, University of Nottingham**
- **BSc (Hons) Psychology, University Tunku Abdul Rahman**
  
- Senior Certified Practitioner (SCP), By Society of Human Resource Management (SHRM)
- Certified Coaching and Mentoring Practitioner (eCCMP) By ITD World
- Certified Trainer, HRD Corp, (known as Human Resource Development Fund (HRDF))
- Active in HR Arena since 2008; Hands on experience in both HR Strategy and HR Operations.
- Appointed by Malaysia renowned startup and SME Companies as HR Consultant & Strategist to work with Entrepreneurs.
- Experienced in handing HR Strategy Planning, HR Operations Industrial Relations issues and HR Digitization & Transformation.

### **Training, Coaching & Mentoring works**

In 2020, transformed onsite training sessions to online Training sessions; Trained 800++ participants from 539++ Companies!

### **Core HRDF certified HR Training Programs**

- HR for Beginners
- HR Advance Classes (6 modules, covered essential areas like Recruitment & Selection, Learning & Development, Advance Labour Law and Practices in Malaysia etc.
- Payroll Administration for Beginner
- Workplace Misconduct, Disciplinary Process & DI Procedures
- Soft Skills Programmes

**Certified HR Coach and Mentor**, actively coaching HR professional and business executives for SMEs Clients

Appointed as **long-term business partner, coach and mentor by TAR University College, Alue Singapore Pte Ltd & Alue Co., Ltd, Japan** to participate in talent development projects for Japanese Companies and clients in Southeast Asia Region.