



EFFECTIVE PAYROLL MANAGEMENT

INTRODUCTION

Payroll is an organization's financial records of employee's salary payments, bonuses and deductions. An organization's payroll management is expected to adhere to the latest statutory obligations as they are subjected to law and regulations. Effective and efficient payroll management ensures payslips are properly prepared, salaries are paid and statutory returns completed.

Apart from Employment Terms and Conditions, this program will also highlight to participants the computation of EPF, SOCSO, HRDF contributions and income tax deductions according to the Employment Act 1955. In addition, the Malaysian payroll system, up-keeping of payroll system and other statutory requirements will also be covered.

WHO SHOULD ATTEND?

- Administrative staff
- Support staff
- Managers
- Supervisors
- Team Leaders

OBJECTIVES

At the end of this course, participants will be able to:

- Learn how to calculate pay based on employment terms & conditions according to the Employment Act 1955
- Have an understanding of termination and lay-off benefits and its computation
- Understand the computation of EPF, SOCSO, HRDF contributions and income tax deduction.
- Understand in detail the background and benefits of EPF, SOCSO, HRDF contributions and income tax deduction.
- Learn how to set up the payroll system and up-keeping of payroll system.
- To understand what are the year-end reports & statutory requirement.

COURSE CONTENTS

- 1) Definition of Payroll
 - a) Definitions
 - b) Casual Workers
 - c) Temporary Employees
 - d) Employees Outside the Coverage of the Employment Act
 - e) Salary for Incomplete Months
 - f) Ordinary Rate of Pay
 - g) Notice Period and Termination
 - h) Inquiry, Misconduct and Suspension
 - i) Payment of Wages
 - j) Imprisonment and Court Attendance
 - k) Annual Bonus
 - l) Deduction from Wages
 - m) Advances to Employees
 - n) Female Employees
 - o) Rest Day
 - p) Work on Rest Day
 - q) Hours of Work
 - r) Shift Work
 - s) Holidays
 - t) Annual Leaves
 - u) Sick Leaves

EFFECTIVE PAYROLL MANAGEMENT



- 2) Employment Terms and Conditions & Its Application
- 3) Employment Related Calculations & Its Application
 - a) Part-time Employees
 - b) Wage Periods
 - c) Overtime on Public Holidays
 - d) Normal Overtime
 - e) Maternity Allowance
 - f) Unpaid Leave
 - g) Payment in Lieu of Notice
 - h) Payment for Annual Leave
- 4) Termination and Lay-Off Benefits & Its Application
- 5) Employees Provident Fund (EPF)
 - a) Obligations on Employers and Employees
 - b) Accounts of Contributors
 - c) EPF Benefits
 - d) Additional Amount Payable to Members
 - e) Investment by Members in Fund Management Institutions
 - f) EPF Members Savings Investment Scheme
 - g) Retirement
 - h) General
 - i) Rate of Monthly Contribution
- 6) Social Security Organization (SOCSO)
 - a) 1st Category SOCSO Contributions
 - b) 2nd Category SOCSO Contributions
- 7) Income Tax Deductions
 - a) Objectives of the Monthly Tax Deduction (MTD)



EFFECTIVE PAYROLL MANAGEMENT

DURATION: Half day

REGISTRATION

To join this training, please complete the Enrollment Form as attached, scan and email to us (training@myanuar.com).

If no email available, please take a clear picture and send it to our WhatsApp number (**+60173167960**) or PM to Facebook Page Messenger: <http://m.me/MyAnuarSynergy>

PAYMENT

Training fee is **NOT claimable from HRDF**.

NORMAL TRAINING FEE for this training is RM450 per person.

Training fee includes:

- Certificate of attendance
- Training notes & other materials
- Morning tea/coffee
- Lunch

Please refer to the ENROLLMENT FORM on the next page for current promotion.

After payment made, please send us proof of payment (bank-in slip or online transfer screenshot or any receipt) to email training@myanuar.com or WhatsApp / Telegram number +60173167960.

OTHER INFORMATION

- Accommodation, food and transportation are NOT provided.
- Training material will be in English. Lecture & activities will be in English & Malay.
- Training methods: lecture, group discussion, presentation, role play, video and contents sharing.
- Please bring own portable storage device (portable hard disk / thumb drive).

EFFECTIVE PAYROLL MANAGEMENT



ENROLLMENT FORM | To book your place on the training, please complete this enrollment form and e-mail it back to us. Your place is confirmed on receipt of the completed enrolment form. Our e-mail is training@myanuar.com.

NORMAL TRAINING FEE: **RM450 per person (NON-CLAIMABLE FROM HRDF)** includes certificate of attendance, notes, training materials, morning tea/coffee, and lunch.

Please choose training session:

Venue	Date	Time
<input type="checkbox"/> Butterworth, Penang	27 April 2017	9.15am – 12.45pm
<input type="checkbox"/> Kuala Lumpur	4 May 2017	8.45am – 12.15pm
<input type="checkbox"/> Kota Kinabalu, Sabah	18 May 2017	8.45am – 12.15pm
<input type="checkbox"/> Kuching, Sarawak	14 Sept 2017	8.45am – 12.15pm

PROMOTION:

- EARLY REGISTRATION PAYMENT:** 10% discount if payment made three weeks before the training date.
- GROUP DISCOUNT:** 5% discount on 3 or more participants.

Company/Organization Name: _____

Full Address: _____

Person Making this Booking

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Person Responsible for Invoice (if different from above)

(We will e-mail the invoice once we received this completed enrollment form)

Full Name: _____ Position: _____

E-mail: _____ Tel No: _____

Delegate(s) Details (Person attending the training)

(To register additional delegates, please complete the information on separate enrollment form)

Name: _____ Position: _____

E-Mail: _____ Mobile No: _____

Disability (if any): _____ Vegetarian: YES NO

Authorized by:

Name: _____

Position: _____

E-mail: _____

Tel No: _____

Signature: _____

Company Stamp: _____

PAYMENT TERMS AND CONDITIONS An invoice, including our banking details, will be issued once your completed registration form has been received. Full payment must be received prior to the event.

CANCELLATION AND TRANSFER POLICY Full refund for cancellations received four weeks prior to the course. A substitute delegate is welcome for delegates who have already booked and paid.

MyAnuar Synergy Sdn. Bhd. reserves the right to cancel the event, in which case delegates will be refunded in full but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.

MYANUAR SYNERGY SDN. BHD. (Company No. 1118343-U)

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