

Brochure

PAYROLL ADMINISTRATION

According to Employment ACT 1955

~~FEE RM 999 PER PAX~~
RM 888 LIMITED TIME OFFER

Date. 2 Sep 2024

Venue: Vivatel Kuala Lumpur

Time: 09am-05pm



Who Should Attend:

- Payroll Administrators and Managers
- Human Resources Professionals
- Accountants and Finance Personnel
- Business Owners and Entrepreneurs

What you will learn?

- Compliance with Employment Act 1955
- Payroll Processing
- Employee Benefits and Contributions
- Record Keeping and Reporting
- Best Practices and Efficiency
- Problem-Solving and Troubleshooting
- Recent Trends and Updates

Methodology:

- Interactive Lectures
- Case Studies
- Group Discussions
- Practical Exercises



Training Module

Breakfast & Registration: 09:00am - 09:15am

1) Pre-payroll Credentials

- Payroll setting
- Payroll cycle Payroll cut off
- Payroll control

2) Payroll Process

- Monthly process
- Yearly process

Lunch: 12:00pm-01:00pm

3) Wages Management

- Legal pay date
- Legal deduction and limitation
- Minimum wage order
- Ordinary rate of pay
- Incomplete month salary

4) Additional Pay

- Fixed and variable pay
- Normal working hours
- Overtime claim

5) Paid Leave and Paid Public Holidays

- Minimum gazette Public Holidays
- Substitutable Holidays
- Ad-hoc holiday
- Types of paid leave and entitlements

Tea Break: 03:00pm-03:20pm

6) Part Time Employment Regulations

- Definition of part time employee under regulations
- Differences of part time and casual labor
- Part timer entitlements

7) Employer's Obligation in statutory/agencies

- Employer's responsibilities from tax perspective
- Employer's responsibilities from EPF perspective
- Employer's responsibilities from SOCSO perspective
- Employer's responsibilities from HRDC perspective

TRAINING BENEFITS TO THE EMPLOYERS & EMPLOYEES

**For Employees:**

- Ensures accurate and timely compensation.
- Reduces discrepancies in pay.
- Increases understanding of their rights and entitlements.

For Employers:

- Enhances compliance with local payroll regulations, reducing legal risks.
- Improves efficiency and accuracy in payroll management.
- Facilitates better employee relations by ensuring fair and consistent payroll practices

HRLAW Training & Consultancy PLT
5 days ago

Thank you to all the participants
Rules & Procedures to Conduct an Effective Domestic Inquiry (Day 1)
Your energy, enthusiasm, and fun spirit made this training a great success. We appreciate your dedication to learning and look forward to the positive impact of your new skills.

Join Us:
We Offer:
* Free webinars
* Public and i... See more



HRLAW Training & Consultancy PLT
2 April

We want to extend a heartfelt thank you to all the participants who joined our training on **"Handling Sexual Harassment & Discrimination at Workplace"** held on 25 March 2024. Your engagement and commitment to creating a safer and more inclusive workplace environment are commendable.

For those interested in furthering their knowledge or seeking tailored solutions for their organization, HRLAW TRAINING & CONSULTANCY PLT offers both **public and in-house training** programs.

Discover more about how we can support your training needs by visiting our website at www.hrlawtraining.my.

Don't hesitate to contact us directly for any inquiries or to arrange a specific training session. Reach out via WhatsApp at 0193062716 or email us at info@hrlawtraining.my.

Let's continue to work together towards a more respectful and dignified professional world!

#HRDC #HRDFT rainingProvider #hrdcfaimable #sexualharassment



HRLAW Training & Consultancy PLT is at Promenade Hotel Bintulu.
14 January · Bintulu

A Huge Thank You to All Participants!

Our recent training program on **"Termination & Dismissal of Employees: Legal Aspects and Procedures under Sarawak Labour Ordinance"** held on 10-11 Jan 2024!

Your enthusiasm and eagerness to learn turned this event into not just a learning experience but also a fun and engaging journey. The discussions, insights, and interactions were truly invaluable.... See more



HRLAW Training & Consultancy PLT is at Sabah International Convention Centre - SICC.
28 February

Our Last Training Session

We're proud to announce the successful completion of our focused training session on **Understanding Labour Ordinance Sabah CAP 67 and the Proposed Amendment**
Date: February 21, 2024
Venue: Sabah International Convention Centre
A big thank you... See more

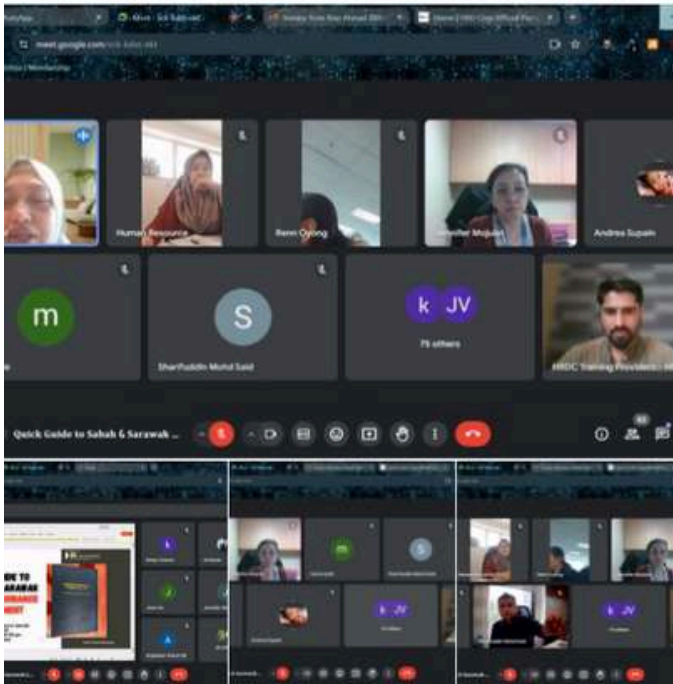


HRLAW Training & Consultancy PLT
7 June at 18:33

🎉 **Our Last Training Program on "Quick Guide To Wages & Benefits Under Employment Law: Everything Employers & Employees Need To Know"** 🎉

Thanks to all participants for their active engagement and contributions. Special thanks to our Puan Noorul Jannah, for delivering such a comprehensive and practical session.

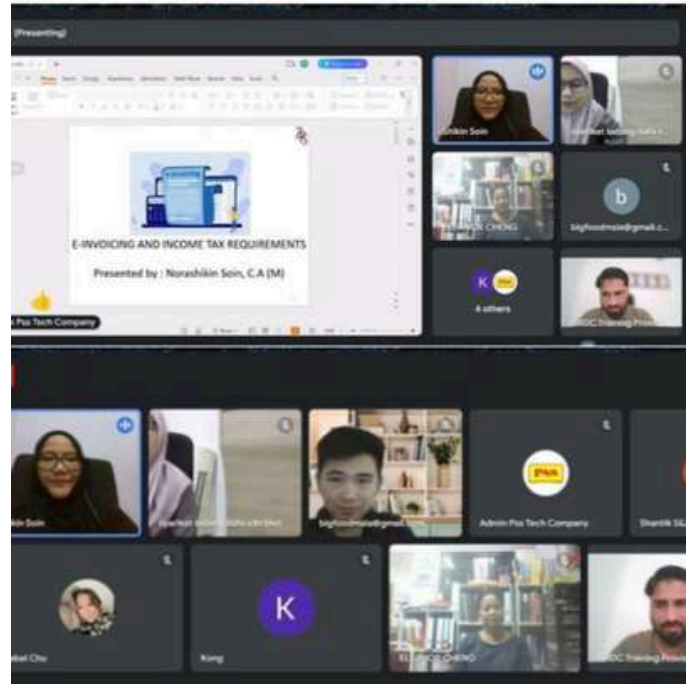
Missed the training?
Contact us for Free Webinar, HRDC Claimable Public, In-House Training & Consultation... See more



HRLAW Training & Consultancy PLT
9 May

We are thrilled to announce the successful completion of our training on **"E-Invoicing and How to Reduce Your Company Tax"** which took place via Google Meet on May 2nd, 2024.

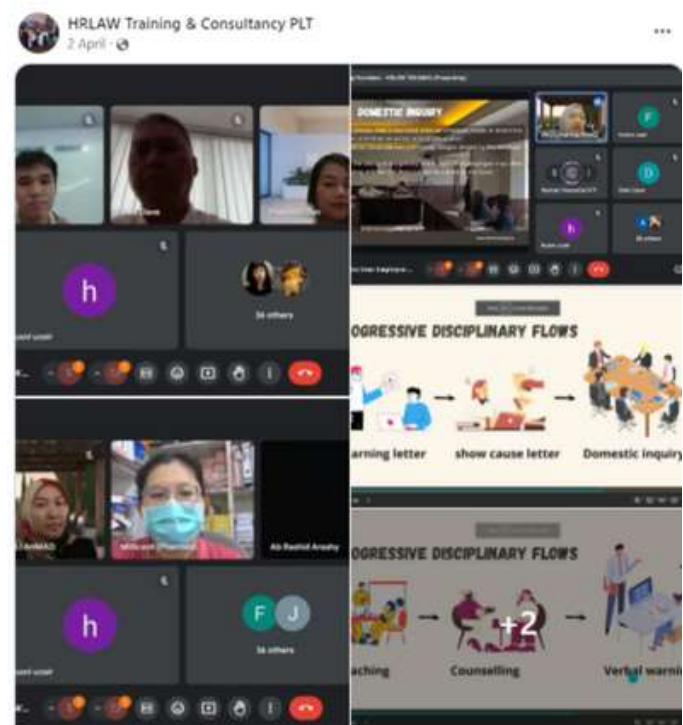
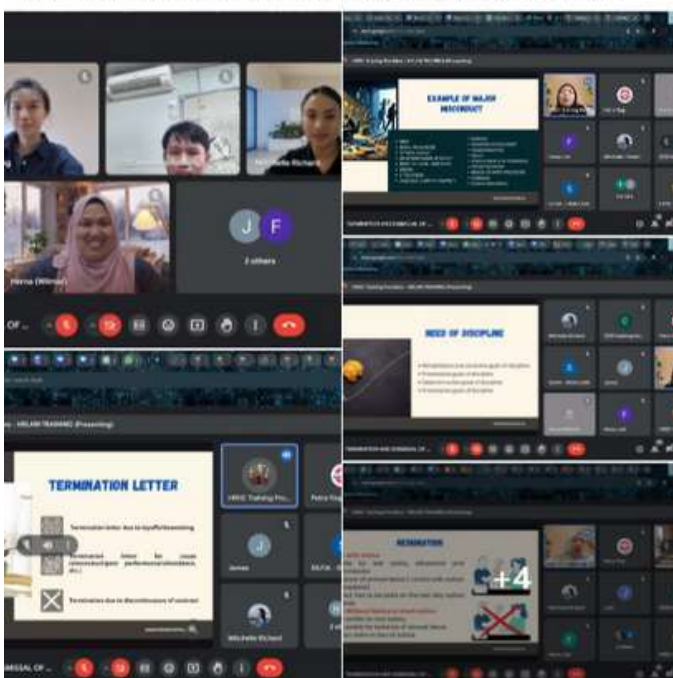
Key Highlights:
Engaging sessions on the latest e-invoicing techniques.
Expert tips on minimizing tax liabilities for participants companies.
A heartfelt thank you to all the participants for ... See more



HRLAW Training & Consultancy PLT
25 March

Thank you to everyone who joined our 2-day session on 21-22 March 2024.

Topic: Termination & Dismissal of Employees: Legal Aspects & Procedures Under Employment Law That were include Sabah & Sarawak Labour Ordinance & Employment Act 1955.... See more



HRLAW Training & Consultancy PLT
20 March

Big thanks to everyone who joined our session on 15 February 2024.

Topic: **How to Dismiss Your Employee Without Violating The Law**
Join our future free webinar ... See more

We look forward to
working with you



THANK
YOU

www.hrlawtraining.my