

# **WEBINAR SERIES:** **Payroll Administration in compliance with Malaysian Employment Laws**

**17 July 2024, Wednesday**  
9.00am - 1.00pm  
Speaker: MS SERENE YAP

Virtual  
Course code: HR170724W1  
**Closing date: 15 July 2024**



**4 CPD  
HOURS**

## Overview

Compliance to the relevant Labour Act and regulations in Payroll administrations are critical to avoid negative staff morale and costly penalties. The accurate definition, compliance and computation of wages, working hours, overtime calculation, EPF, SOCSO and EIS benefits and changes in statutory contributions will minimize disruption to your operations and company integrity

## Course Objectives

At the end of the programme, participants will be able to :-

- Manage Payroll accurately in compliance with the latest relevant employment laws
- Calculate work done and overtime computations
- Calculate Annual leave encashment and entitlement
- Calculate No pay leave
- Compute incomplete month of service
- Calculate Retrenchment benefits
- Understand EPF, SOCSO and EIS contributions

## Specific Target Market

- Payroll Managers / Executives / Assistants
- Human Resource Managers / Executives / Officers / Assistants
- Business Owners and Employers

## Methodology

- Interactive Presentation
- Competency Exercises
- Questions and Answers

## About the trainer: MS SERENE YAP

**Serene** greatest passion is to share her knowledge and insights to maintaining and increasing the professionalism and competencies of an Organization's Human Assets and to the HR Community. Her hands-on experience in the corporate world has enabled her to impart her knowledge based not only on theory but also based on her own vast working experiences which ensure that you or your employees are able to relate better and able to apply the knowledge and skills to your workplace, immediately and effectively.

**Serene Yap**, a Human Resource Trainer and Consultant has been enthusiastically involved in all aspects of human capital development for more than 20 years. Serene holds an MBA in General Management, a certified NLP Practitioner by ISNS and a HRD Corp accredited Trainer. Her industry exposure includes property development and management, retail, hospitality, manufacturing, oil and gas, construction sector and consultancy services. During her professional career and as a trainer and consultant, many employees have attained great personal successes in their careers through her guidance, mentoring and coaching. In a similar manner, Serene envisioned to translate her KSA to enhance the competencies and professionalism of the HR Community.

Over the years, **Serene** has developed and conducted many programs, some of which include Payroll Management, Applications of Employment Act, Sabah Labour Ordinance and Sarawak Labour Ordinance, Industrial Relations and Domestic Inquiry, Employment Laws in HR and Termination Procedures, Essential Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Managing Performance, Absenteeism and Misconduct, Developing Effective HR Policies and Employee Handbook, Handling Employee Performance and Misconduct, Termination without Violating the Law, HR & IR Documentations and Procedures, Employment Laws and Documentations in HR, etc

## Course outlines

### Employees covered by the Employment Act 1955

#### Working Hours

- Normal Work hours
- Part-time Employees Regulations 2010

#### Wages

- Minimum Wages Order 2020
- Mode and time for payment of wages
- Advances and Deductions validity and limitations

#### Overtime Payment and Wages Calculations

- Payment of Overtime
- Exceeding maximum limit hours
- Ordinary rate of pay (ORP)
- Calculations for incomplete month
- Computations of Payment in-lieu of short notice
- Public Holidays and Rest Days
- Overtime rate for Public holiday and Rest day

#### Employee's Leave

- Annual Leave
- Encashment of Annual leave
- Computation of No Pay leave
- Emergency Leave
- Sick Leave & Hospitalisation Leave
- Maternity Leave (paid and unpaid)

#### Termination of Employment

- Minimum Retirement Age Act 2012
- Termination and Layoff Benefits Regulations 1980

#### Employee Provident Fund

- Definition of Wages
- Employee compulsory contribution
- Contribution for age 60 and above
- Foreign employee contribution

#### SOCSSO

- Definition of Wages
- Employee compulsory contribution
- Contribution for age 60 and above
- Foreign employee contribution
- Scheme of insurance and benefits

#### Employment Insurance System (SIP)

- Definition of Wages
- Employee compulsory contribution
- Schemes and Benefits
- Eligibility and Entitlement

## WEBINAR FEE

Category	Early Bird Fee per person (RM)  (applicable for participant who register and pay before 3/7/2024)	Normal Fee per person (RM)	Group Fee per person (RM)*  (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	290	340	310
Non member	440	490	460
Retired MAICSA member	170	170	170
MAICSA Member's staff***	400	400	400

Fee includes course materials in digital form and e-certificate.

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Tel: **03-2282 9276 (ext 805)**

Attention: Ms Nor Falati

- Fee is payable to **MAICSA**

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Please email the bank-in slip/ transfer advice to [training@maicsa.org.my](mailto:training@maicsa.org.my) or fax to 603-2283 4492, for our verification and record.

**Individual Registration:** Full payment shall be made AFTER you have done the online registration.

**Company Registration:** Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
- **NO Letter of undertaking is accepted.**

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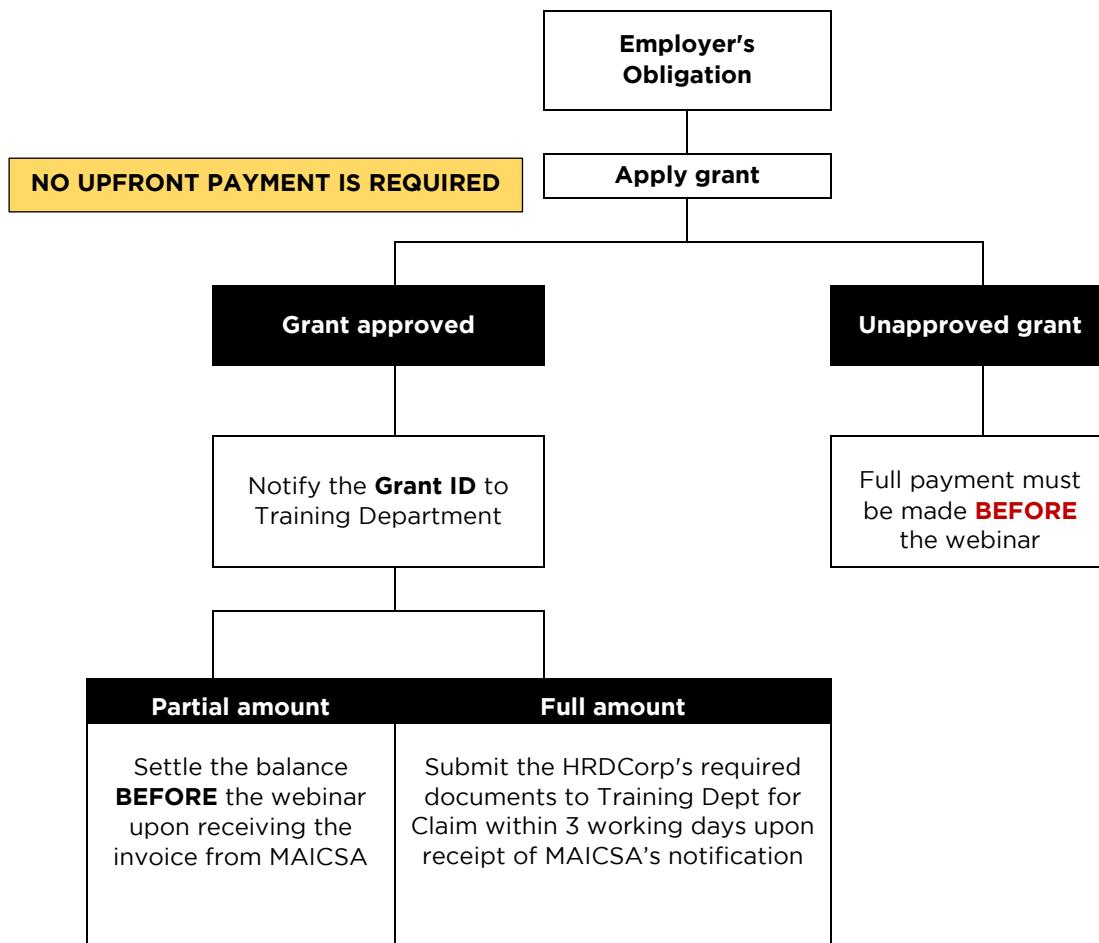
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- **Participants may log-in at 8.45am**

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  - Submit the feedback form within 3 days after the completion of the webinar
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