

MALAYSIA  
HR FORUM



# Mastering PAYROLL ADMINISTRATION

21 & 22 JANUARY 2025 | 9 am - 5 pm

MALAYSIA HR FORUM ACADEMY  
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,  
JALAN YONG SHOOK LIN, 46050 PETALING JAYA

WITH COMPLIMENTARY ASTON COMPETENCY ASSESSMENT (ABA, UK)  
REPORT (WORTH RM180)

RM 2,600



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# MODULE OVERVIEW

Payroll is an organisation's financial records of employees' salary payments, bonuses, and deductions. An organisation'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, EIS, HRD levy contributions and income tax deductions in compliance with the legal requirements in Malaysia. In addition, the Malaysian payroll system, up-keeping of payroll system and other statutory requirements will also be covered.

## TARGETED PARTICIPANTS

Finance Managers/Accountants  
Finance/Accounts Executives Human Resource  
Managers/Executives Administration Personnel  
Managers/Executives Payroll Executives  
Anyone who's responsible for payroll  
processing

## METHOD OF TRAINING

- Highly interactive, you will learn via PowerPoint presentations:
- Presentations, groups discussion and worksheets
- Highly practical and experiential learning examples
- Lively discussions and informative Q&A sessions
- Highly informative and practical course notes for reference.





## LEARNING OUTCOME

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At the end the workshop, the participants are able to:

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

## DURATION

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2 Days



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## **CONTENTS | DAY 1 | 9 AM - 5 PM**

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### **Module 1: Definition of Payroll**

### **Module 2: Terms & Conditions**

- The Background
- Definitions
- Casual Workers
- Temporary Employees
- Salary for Incomplete Months
- Ordinary Rate of Pay
- Notice Period and Termination
- Payment of Wages
- Annual Bonus
- Deduction from Wages
- Advance to Employees
- Pregnancy and Maternity
- Paternity Leave
- Rest Day, Work on Rest Day
- Hours of Work
- Shift Work
- Holidays
- Annual Leaves
- Sick & Hospitalization Leaves

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### **Module 3: Application of Employment Act**

### **Module 4: Part Time Employees**

- Background
- Hours of Work
- Normal Overtime
- Public Holidays
- Overtime of Public Holidays

### **Module 5: Part Time Employees**

- Annual Leaves
- Sick Leaves
- Rest Day
- Rest Day Overtime
- Casual Employees

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### **Module 6: Application of Employment Related Calculations**

### **Module 7: Termination & Lay-Off Benefits**

### **Module 8: Application of Termination & Lay Off Benefits**



## **CONTENTS | DAY 2 | 9 AM - 5 PM**

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### **Module 9: Employees Provident Fund (EPF)**

- Background
- Obligations on Employers and Employees
- Rate of Monthly Contributions

### **Module 10: Social Security Organisations (SOCSO)**

- Background
- 1st and 2nd categories SOCSO Contributions
- Foreign Employees

### **Module 11: Employees Insurance System (EIS)**

- Background
- Application of EIS and Registrations
- Contributions

### **Module 12: Human Resources Development Corporation (HRDCORP)**

- Background
- Rate of HRD Levy
- Application of HRD Corp

### **Module 13: Income Tax Deductions**

- Background
- Employees' Residence Status
- Employee Category
- Definition of Remuneration in the Income Tax context
- Benefits-in-Kind (BIK)
- Value of Living Accommodation (VOLA)
- Allowable Deductions and Rebates under Income Tax Act
- Compulsory Deductions
- Optional Deductions
- Optional Rebates
- New Hires in the Company
- Additional Remuneration Formula
- Compensation for Loss of Employment
- Additional information on the Monthly Tax Deduction (MTD/ PCB)

### **Module 14: Employer's Responsibilities Section 83 Income Tax Act 1967**

### **Module 15: Setting Up Payroll System and Up-Keeping**

- Year End Reports and Statutory Requirements

