



Mastering PAYROLL ADMINISTRATION

PART 1 OF THE



CERTIFIED
PAYROLL
PROFESSIONAL

WE ARE

Online 

11-12 JUNE 2025 | 9AM-5PM
MODE: VIRTUAL

RM 2,400



100% HRDC Claimable



ICOL CHUA

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

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

2 Days

CONTENTS | DAY 1 | 9 AM - 5 PM

9:00AM 9:30AM	Module 1: Definition of Payroll
9:30AM 10:30AM	Module 2: Terms & Conditions <ul style="list-style-type: none">• 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
	Tea Break
10:30AM 11:00AM	Module 3: Application of Employment Act
11:00AM 11:30AM	Module 4: Part Time Employees <ul style="list-style-type: none">• Background• Hours of Work• Normal Overtime• Public Holidays• Overtime of Public Holidays
11:30AM 12:30PM	Module 5: Part Time Employees <ul style="list-style-type: none">• Annual Leaves• Sick Leaves• Rest Day• Rest Day Overtime• Casual Employees
12:30PM 1:30PM	Lunch Break
1:30PM 2:30PM	Module 6: Application of Employment Related Calculations
2:30PM 3:30PM	Module 7: Termination & Lay-Off Benefits
3:30PM 4:30PM	Module 8: Application of Termination & Lay Off Benefits
4:30PM- 5:00PM	Tea Break and End Of Day

CONTENTS | DAY 2 | 9 AM - 5 PM

- 9:00AM **Module 9: Employees Provident Fund (EPF)**
- 9:30AM
- Background
 - Obligations on Employers and Employees
 - Rate of Monthly Contributions
- 9:30AM-10:30AM **Module 10: Social Security Organisations (SOCSSO)**
- Background
 - 1st and 2nd categories SOCSSO Contributions
 - Foreign Employees
- 10:30AM-11:30AM **Module 11: Employees Insurance System (EIS)**
- Background
 - Application of EIS and Registrations
 - Contributions
- 11:30PM **Module 12: Human Resources Development Corporation (HRDCORP)**
- 12:30PM
- Background
 - Rate of HRD Levy
 - Application of HRD Corp
- 12:30PM **Lunch Break**
- 1:30PM
- 1:30PM **Module 13: Income Tax Deductions**
- 2:30PM
- Background
 - Employees' Residence Status
 - Employee Category
 - Definition of Remuneration in the Income Tax context
 - Benefits-in-Kind (BIK)
 - Value of Living Accommodation (VOLA)
 - Compensation for Loss of Employment
 - New Hires in the Company
 - Allowable Deductions and Rebates under Income Tax Act
 - 1. Compulsory Deductions
 - 2. Optional Deductions
 - 3. Optional Rebates
 - Additional Remuneration Formula
 - Additional information on the Monthly Tax Deduction (MTD/PCB)
- 2:30PM-3:30PM **Module 14: Employer's Responsibilities Section 83 Income Tax Act 1967**
- 3:30PM-4:30PM **Module 15: Setting Up Payroll System and Up-Keeping**
- Year End Reports and Statutory Requirements
- 4:30PM-5:00PM **Tea Break and End Of Day**