PAYROLL ADMINISTRATION

for HR Executives, HR Managers and Managers

Date	: 6 & 7 March 2025 (2 Days)
Time	: 9.00 am - 5.00 pm
Mode	: Face-to-Face
Venue	: Klang Valley
Price (RM)	: RM 1,920.00 (Member) | RM 2,160.00 (Non-Member)
	*Prices exclusive of 8% SST

📎 INTRODUCTION

The Certificate in Payroll Administration programme is a comprehensive and specialised course designed to empower professionals with the in-depth skills and knowledge needed to navigate the intricate landscape of payroll management. This programme goes beyond routine payroll operations, providing participants with the expertise to ensure compliance, avoid wrongful payments, and fraud prevention in the payroll domain. In this journey, you will gain practical insights, industry-relevant knowledge, and the confidence needed to excel in the demanding field of payroll administration. Elevate your payroll management skills and unlock new opportunities for professional growth!

📎 OBJECTIVES

- Identify common payroll practices and deductions that are illegal, empowering you to ensure compliance and gain control over payroll software settings.
- Acquire an in-depth understanding of all the formulas used in payroll calculations, helping you to understand the rationale behind each formula that is used and become a master of payroll computation
- Learn which formulas to use and when, enabling you to make informed decisions and streamline payroll processes for optimal efficiency.
- Understand various fraudulent practices in payroll administration and gain insights into preventing the abuse of benefits, safeguarding your organization against potential risks.

Organised by :

MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT
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PAYROLL ADMINISTRATION

📎 COURSE CONTENT

DAY 1
9.00AM – 5.00PM

Payroll Admin & Fraud, Payroll Audit
- Covers payroll processing accuracy, detecting and preventing fraud, and performing audits to ensure compliance with policies and regulations.

Essential Definitions and Difficulties
Defines payroll terms, addressing challenges like tax laws, payroll disputes, and handling payroll complexities for diverse or international employees.

Commonly-used Computation & Formulae
- Explains salary, overtime, deductions, and contributions calculations, ensuring correct payroll processing aligned with legal and organizational policies.

Minimum Wages
- Focuses on complying with minimum wage laws, addressing industry-specific thresholds, updates, and fair compensation practices for employees.

Notice Period & Indemnity
- Covers notice period rules, resignation/termination protocols, indemnity clauses, and impacts on final settlements for departing employees.

Payment - Suspension & Dismissal
- Discusses payroll management during employee suspension/dismissal, including severance pay, prorated salaries, and legal frameworks for payments.

Maternity & Pregnancy
- Covers maternity leave entitlements, benefits, and employer obligations for salary payouts, job security, and post-maternity accommodations.

Advance, Paying out Salary & Lawful Deductions
- Explains procedures for salary advances, timely payouts, and lawful deductions like taxes, EPF, loans, or disciplinary penalties.

Leaves, Holidays, Payment Methods
- Details annual leave, public holiday entitlements, and payment methods (bank transfers, cash), ensuring compliance and transparency.

Medical Claims & Controls
- Addresses handling medical claims, reimbursement processes, and implementing controls to minimize fraud while ensuring employee health benefits compliance.

Q&A Session
- Interactive session for addressing queries, providing solutions, and clarifying payroll or HR management challenges with expert guidance.

End of Programme

DAY 2
9.00AM – 5.00PM

Work Hours, Breaks, Shifts, Overtime
- Defines standard work hours, maAndated breaks, shift scheduling, and overtime rules to ensure compliance with labor laws and fairness.

Termination & Lay Off Benefits
- Covers severance pay, final settlements, and benefits owed to terminated or laid-off employees per legal and organizational policies.

Part-timers and Their Benefits
- Explains entitlements for part-time employees, including wages, benefits, and legal protections, ensuring equitable treatment in the workplace.

Selection of Good e-HRMS System
- Highlights criteria for choosing an efficient e-HRMS, ensuring streamlined payroll, attendance tracking, compliance, and employee record management.

Payroll Instructions and its Importance
- Stresses detailed, clear payroll instructions for accurate processing, reducing errors, and ensuring timely payments while maintaining compliance.

Payroll Calendar and Schedule
- Discusses planning a payroll calendar for timely processing, statutory deadlines, and aligning schedules with organizational priorities and compliance requirements.

Payroll Crucial Mistakes
- Identifies common payroll errors, such as miscalculated taxes or late payments, and strategies to avoid them for smooth operations.

- **Q&A Session**
- Interactive session for addressing queries, providing solutions, and clarifying payroll or HR management challenges with expert guidance.

End of Programme