



PRACTICAL PAYROLL COMPUTATION WORKSHOP (HRD Corp Programme Number : 10001112512)

COURSE MODULES

- Compliance to Employment Act 1955
- Annual Leave Entitlement
- Other types of leave and payment
- Sick Leave Entitlement
- Calculation of Rate of Pay
- Calculation of Overtime
- Compliance to EPF, SOCSO Act and EIS
- Understanding of PCB



Payroll preparation is one of the many important administrative functions of an organization. To carry out such a function effectively and

efficiently, the personnel involved must acquire a thorough understanding of many of the associated issues in The Employment Act 1955 such as definition of wages, working hours, overtime calculation, statutory deduction etc in order to comply with the Act. In addition, the personnel

involved must also understand the necessary deduction under the EPF & SOCSO legislations as well as The Income Tax Act 1967.

This one day Workshop will impact the necessary skills and competencies to the participants after attending the course. The course leader is a professional with years of hand on experience in the relevant areas which the participants will find it useful, beneficial and practical.

LEARNING OBJECTIVES

At the end of the programme participants are able to:

- Understand the requirements of the Employment 1955 in relation to payroll computation
- Implement and practice payroll within the legal requirements
- Expose to the latest amendments of the Acts
- Identify the perimeter and rights of an employer / employee

TARGETED AUDIENCE

- HR Directors
- HR Managers
- Industrial Relations Officers
- Managers
- Those with people management responsibilities
- Payroll Executives
- Payroll supervisors
- Payroll Assistants
- Payroll Clerks
- Any personnel involved in payroll preparation or wish to learn about payroll computation

TRAINER PROFILE : Mr. Brian Wee Lai Han

Qualifications:- MBA (Heriot Watt University, U.K.), Dip. In Personal Management, CHRP, Member of MIHRM, **EXPERIENCE :**

Brian Wee brings with him more than 15 years of working experience in Human Resource of large manufacturing companies. He is a Resource Training person for Malaysian Institute of Personnel Management (MIPM), Malaysian Institute of Purchasing and Material Management, UBS Commercial Institute, Open University Malaysia, Asia e University and UTM Space Executive Diploma Programs and others. He started off his career in 1980 as a Senior Officer with the Ministry of Information where he stayed for 15 years and gained extensive management experience. Later he moved to a Japanese based company where he was in charge of all spectrums of Human Resource functions. During that time, he acquired some Japanese management skills such as Kaizen, Zero Defect, JIT, Quality Control, Quality Assurance, ISO QMS and EMS Awareness Program and many others.





REGISTRATION FORM (HRD Corp Claimable)
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PARTICIPANTS' DETAILS

Participant 1 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal
 YES / NO

Participant 2 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal
 YES / NO

Participant 3 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal
 YES / NO

ORGANISATION DETAILS

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :



PAYMENT DETAILS : Cheque / Direct Credit

Bank & Cheque No.

Amount :

Please make payment to :
WANFAH PROSPER PLT
 ACCOUNTS NUMBER : 3812930508
 BANK : Public Islamic Bank Berhad



FEE PAYABLE PER PARTICIPANT :

Normal Price : **RM1,318**
 Early Bird (15 days before event) : **RM1,178**
 Group Fee (>2 participants) : **RM1,038**
 Fee includes course materials, lunch and 2 tea breaks per day
 Claiming HRDF Levy? **YES / NO**

Date and Venue : _____

(Pls check our website

<https://wanfahprosper.com/latest-events/>)

Contact : Cik Nor / Puan Nasifah / Mr. Tan / Puan Suhaila

Tel : +60351663399 / +60104403399

WhatsApp : +60162634929

Email : sales@wanfahprosper.com

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

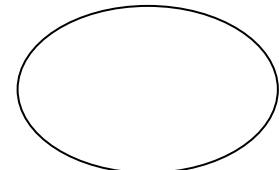
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

DISCLAIMER

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



Authorise Signatory

Organisation stamp