



**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



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

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

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. Tan Chee Wan**

**Qualifications:-** Fellow member of Chartered Institute of Management Accountants-FCMA(UK), Chartered Accountant (Malaysia), Chartered Global Management Accountant (CGMA)

**EXPERIENCE**

He is a senior member (FCMA) of the Chartered Institute of Management Accountant, CIMA and a member of Malaysia Institute of Accountants, MIA since 1992. As the only pioneer CIMA Global Membership Assessor locally as well as in Singapore, he is actively involved with CIMA and has conducted in house training as well as public training programmes on Finance and Accounting both locally and overseas. Mr. Tan has more than twenty years of hand-on experience in difference areas of management and functions in diverse industries such as auditing, printing, construction, engineering, manufacturing and trading. Other than Finance, Auditing, Taxation, Corporate Finance and Credit Control, he also involved in business development, business strategic planning, budgeting and payroll preparation and review.

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**REGISTRATION FORM (HRD Corp Claimable)**  
**PRACTICAL PAYROLL COMPUTATION WORKSHOP**  
**PARTICIPANTS' DETAILS**

(HRD Corp Programme Number : 10001112512)

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 for :**

Normal Price : RM1,318

Early Bird (15 days before event) : RM1,178

Group Fee (>2 participants) : RM1,038

Fee includes course materials and certificate of attendance

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](mailto: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 :

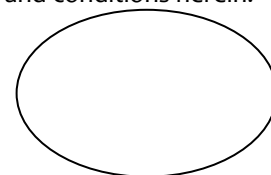
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a 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