



Payroll Administration Skills and the Laws

HRD Corp Claimable (SBL-Khas)

This is a training course with practical examples and illustrations designed for clear and easy understanding by the persons in charge of creating and approving the HR policy on wages, the persons tasked with checking or verifying or approving source documents before the information is keyed into the system for computation of wages.

The lack of complete understanding will not only cause wrong payments to be made out, but also cause the company to face risk of prosecution for violation of the law, being ordered to make back pay for up to six years or the company to pay more than what is required.

Objectives

Upon completion on this programme, participants will be able to:-

- Learn the legal considerations in compensation
- Understand payroll administration and comply to the Malaysian Laws
- Have better understanding on payroll workflow thus work more efficiently
- Analyse the efficiency of current company practices based on case studies of various companies in different industries

Course Requirement

- Stable Internet Connection
- Webcam and Earphones

Course Content

Module 1: Introduction – Contract of Service and Contract for Service

- Objective of Payroll Management

- Employment Act 1955's impact on Payroll
- The Different Definitions for Wages in Employment Laws
- The Difference between Wages and Salary in Management
- Minimum Wages Order 2024
- An Employee, a Contract of Service and Labour Laws, and the Collective Agreement
- Types of Employees – Gig Worker, Full Time, Part Time, Fixed Term, Open Term
- Differences in Calculation of Wages between Daily Rated and Monthly Rated
- Exempt and Non-Exempt Employees, and Terms and Conditions of Employment for Employees not under EA 1955
- The New Formula for Calculation of Salary for Incomplete Month
- Payment of Wages through the Bank and Payment in Cash or Cheque
- The Payslip and its Contents

Module 2: Payroll Fraud, Security and Controls

- New Employees
- Overtime Controls
- Leave Controls
- Confidentiality of Payroll Information

Module 3: Employment Act 1955

Wages of Part-Time Employees

- Part-Timer who are protected
- Pro-Rated Annual Leave Days, Sick Leave Entitlements
- Paid Public Holidays Entitlement
- Computing OT and Payment for Work on Special Days for Part Timers

Wages of Regular Employees

- Rest Days, Controls and Payment Rates for Work Done
- Authority to Compel Work on a Rest Day?
- Normal Hours of Work and OT
- The New Working Hours and Overtime
- Spread-Over of Work Hours
- Value of a Day's Pay
- Calculation OT at ORP
- Limits on OT Hours

Annual Leave, Unpaid Leave and Absenteeism

- Minimum Entitlement to Annual Leave
- Encashment of Leave, Forfeiting Annual Leave and Carrying Forward Balance
- Wrongful Way to Carry Forward Annual Leave
- Salary Computation / Deduction for Unpaid Leave
- Computation for Absenteeism

Compulsory and Non-Compulsory Public Holidays

- Minimum Entitlement
- Compulsory and Non-Compulsory Holidays
- Payment Rates for Work on PH and OT on PH
- Payment for Work on Public Holiday but Absent on Day After It

Paid and Unpaid Sick Leave & Hospitalisation

- Statutory Minimum Days
- Sick Leave and Hospitalization Leave beyond Entitlement
- Deemed Hospitalization Leave
- Payable Sick Leave and Non Payable Sick Leave
- Handling Sick Leave beyond Entitlement Limits and Malingering Cases
- The New Paternity Leave, Entitlement Issues

Paid Maternity Leave

- Scope of, and Range of Maternity Protection
- The New Entitlement to Maternity Leave and Eligibility
- Entitlement to Maternity Allowance and Eligibility
- Calculation for Maternity Leave and Maternity Allowance
- Payment of Maternity Allowance to Ex-Employee
- Loss of Maternity Benefits
- Wages for Extended Leave after Maternity Leave

Module 4: Deductions from Salary

- Deductions Allowed by Law
- Deductions requiring Employee Consent
- Deductions requiring Employee Consent and Authorisation
- Limitations on Monthly Deduction
- Date of payment of Salary, Normal and Upon Terminations
- Statutory Notice Period and Contractual Notice Period
- Calculating Payment in Lieu of Notice Period
- Calculating of Salary for Last Day of Service
- Payment Date of Last Salary

Module 5: Retrenchment, VSS and Termination Benefits

- Statutory Notice Period for Retrenchment
- Obligation to Notice Authorities

When & Where

16 & 17 Nov 2026
(Mon & Tues)
9.00 am to 5.00 pm

Remote Online Training
- Zoom

Who Should Attend

Payroll Specialists,
Compensation & Benefits
Specialists, Finance
Personnel, HR Personnel
and anyone who is involved
in payroll

Training Investment

RM 1,500 per participant
(inclusive of Service
Tax, Online Course
Materials, E-Certificate
of Attendance)

 **Group Promo: Save 15%**

Register min. 3 pax for
RM 1,275 per pax
(Normal Rate: RM
1,500)

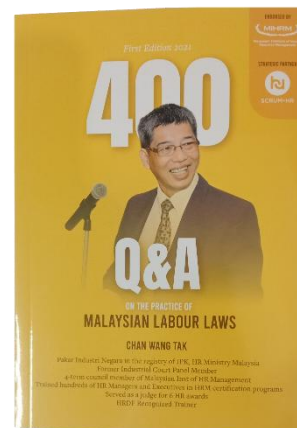
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(SBL-Khas)**

Trainer's Profile

Dr. Chan Wang Tak

Current:

- **Author** of "400 Q&A on the Practice of Malaysian Labour Laws"
- Recognized **Pakar Industry Negara** by *JPK Malaysia*
- **HR Consultant** for *MNCs, GLCs, SMEs*
- Elected **Council Member** of *Malaysian Inst of Human Resource Management*
- **Lecturer** for Certified HR Manager training program
- **HRDF certified trainer** for HR Management and other soft skills courses
- Trains in **3 languages**
- Certified **RPL assessor**



Formerly:

- Industrial Court Panel Member
- Group HR Manager of public listed company
- HR Manager of semiconductor company
- Guest lecturer at pvt university

Experience:

- Represent client at labour court
- Develop salary structure, perform salary review for clients
- Conduct TNA and HR Audit
- Review, revise HR policies and contract of service, write HR policy manual & employee handbook
- Reorganizing and re-training HR Dept for client
- Set up training department for client on turnkey handover basis.
- Negotiate collective agreement

Register [HERE](#)

Other Programmes [HERE](#)



Contact Us

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