

Course Title: A Practical Approach to Payroll Administration *- Legal Compliance Focus*

Overview:

Payroll Administration is not just entering data into your company's HR System. This workshop is designed to provide higher-level insights to the local legislative laws surrounding the practice and administration of a compensation (salary and benefits) system in an organization. Participants will be given a tour of a typical computerized payroll system to enable them apply the correct techniques in handling day-to-day payroll administration and issues. Participants will also develop an understanding of compensation components and the latest trends affecting payroll administration.

Objectives:

By the end of the workshop, participants will be able to:

- To understand the mechanics of an organisation's compensation components
- The critical issues to watch out for in the Employment Act
- The latest trends affecting payroll administration
- To create awareness of statutory laws (eg. Employment Act, CPF Act, SDF Act, Income Tax Act, and others)
- To appreciate the overview of the components in a computerized payroll system and apply correct techniques in handling day-to-day payroll administration and issues

Program Outline:

1) Compensation Systems

- A high-level introduction to compensation system
- Components of salary and benefits compensation
- Compensation fit to the organisation
- Latest trends in the local compensation scene

2) Legislation

- Essentials of the Employment Act:
 - Part I, II, IV: Coverage, Staff Leaves and Work Hours
 - Part III: Payment of Salaries
 - Part IX & Part X: Maternity Leaves, Paternity Leave, Shared-parental Leave, Medical Leaves, etc.
 - Part VIA: Part-time Employees
- The Central Provident Fund Act
- Income Tax
- Retirement and Re-employment Act; National Service Act; Reservist and Make-up Pay

3) Payroll Policies

- Understanding how to derive Pay Policies

4) Payroll Information System

- Introduction to the Payroll software
- Common features in software
- Evaluation and selection criteria
- Parameters set-up considerations and security levels
- Generating reports and audit trails
- Interfacing with HRIS, time clock, accounting system, banks, CPF, IRAS, and others
- System back-up and vendor support

Who Should Attend

HR Managers, Non-HR Managers, Compensation Managers, Accounts personnel, and any personnel who is involved or is required to know about the payroll administration and details of how an effective payroll system should work in an organization.

Training Methodology

Lecture, activities, group discussions and case studies

Training Duration

2 Days (14 hours)