

# Certificate in Payroll Administration

Payroll administration is usually performed either by HR, payroll or accounts personnel. As organisations grow and industries become more competitive, people from other functional areas – fresh graduates as well as those in career transitions – should venture out and upgrade themselves to be proficient in this particular field of work.

SHRI Academy's CPA programme is specially designed to cover the various methodologies, techniques, payroll administration systems, legal issues, statutory laws and latest trends.

There will be a 3-hour Lab Session to allow students to have a grasp on the general appreciation of a computerized payroll system. Students will learn how the payroll function integrates with other Human Resource Information Systems (e.g. Leave Records, Time, Attendance, etc.). In addition, the lesson will also cover the introduction of general system features, basic fundamentals of selecting, setting up and processing in the payroll system.

## Who should attend:

HR professionals and support staff who wish to understand and implement payroll administration to meet legislative requirements and organisation compensation operational needs. It is also appropriate for finance professionals and support staff who are responsible for payroll operations.

## Course Content

### Objectives

- To provide participants with in-depth knowledge of the components of compensation & latest trends that affect payroll administration
- To enhance participants' competency in statutory laws
- To enhance participants' ability to evaluate & establish a computerised payroll system
- To enhance participants' ability to apply the correct techniques to handle day-to-day payroll administration issues

### Module 1

- Introduction to Compensation System
- Salary Payments
- Salary Deductions
- Incentive Schemes
- Issues Relating To Salary

### Module 2

- Employment Act
- Central Provident Fund Act
- Income Tax
- Employment Regulations (Part-Time Employees)
- Other Legislations

### Module 3

- Payroll Policy & Procedures
- Pay Records
- Understanding the Concept and Application of Payroll Software Systems

The modules listed above maybe conducted in a different sequence. Module content / syllabus will be provided upon request.

## Course Duration

- 2 months; 40 training hours; 14 sessions
- Lessons are conducted twice a week

## Assessment Methods

Candidates are assessed by a group / individual assignment and a formal written examination.

## Graduation and Degree

Students who successfully complete and pass the modules stipulated in the course structures will be awarded the **Certificate in Payroll Administration** from SHRI Academy Pte Ltd.

## Admission Requirements

<b>1. Minimum Academic Qualification:</b>	GCE 'N' Level including English OR Applicants who attain Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 3
<b>2. Minimum Working Experience:</b>	NIL
<b>3. Minimum Age:</b>	16 Years
<b>4. Minimum Language:</b>	GCE 'N' Level credit pass in English

Those with other qualifications and working experience will be considered on an individual basis. The final decision concerning admission to the programme rests with the SHRI Academic & Examination Board.

## Funding Support

SkillsFuture: All Singaporeans aged 25 and above can use their S\$500 SkillsFuture Credit from the Government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose from the courses available on the SkillsFuture Credit course directory

Skills Development Fund (SDF) Training Assistance: SDF training assistance is available; Company-sponsored candidate must log on to [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) to apply for SDF training assistance.

For SkillsFuture and training assistance details, kindly contact Ms. Karen Ee via phone (65) 6422 3788, or email [karen@shri.org.sg](mailto:karen@shri.org.sg)

SkillsFuture credit is applicable for self-sponsored students only.  
SDF is applicable for company-sponsored students only.

## Programme Fees

Application Fee – S\$107.00 inclusive of GST (non-refundable and non-transferable, payable upon application)  
^Progression wavier is applicable for students who sign for any other programmes within 12 months from date of graduation.

## Total Course Fee Payable

Fee Breakdown	Amount (S\$)
Course Fee	1,297.20
Add 7% GST	90.80
<b>Total Course Fees Payable for Self-Sponsored</b>	<b>1,388.00</b>
<b>Company-Sponsored (SDF)</b>	
Less SDF Training Grant	80.00
<b>Total Course Fees Payable for Company-Sponsored</b>	<b>1,308.00</b>

Application Fee – **S\$107.00 inclusive of GST** (non-refundable and non-transferable, payable upon application)

^Progression wavier is applicable for students who sign for any other programmes within 12 months from date of graduation.

All fees to be payable in full before course commencement.

For more information on [UTAP](#) funding Contact Ms Karen: +65 64223788 or [karen@shri.org.sg](mailto:karen@shri.org.sg)

All applications must be submitted with the following:

- Completed application form\*
- One recent passport-size photograph
- Front & Back photocopies of NRIC/ Passport
- Certified true copies of academic certificates & transcripts\*\*
- Application Fee

\* Application forms are obtainable from SHRI Academy or [click here](#) to download

\*\* Applicants are required to bring along their original documents (for verification purposes) including copies of education qualifications and result transcripts.

## Payment Mode:

- NETs, Credit Card (subject to additional admin charges)
- ATM Transfer
- Cheque, Bank Draft, Money Order, Cashier's Order  
Payable to : SHRI Academy Pte Ltd
- Internet Banking and Telegraphic Transfer directly to:

Account Name : SHRI Academy Pte Ltd  
Bank Name : DBS Bank Ltd  
Account No. : 003-906454-3 (Current Account)  
Branch Name : DBS MBFC Branch  
Bank Code : 7171  
Branch Code : 003  
Swift Code : DBSSSGSG

Students should email and notify SHRI Academy immediately of any payment made by Bank Transfer, ATM Transfer or Telegraphic Transfer.

## Next Intakes

Please indicate your choice of intake for registration purposes.

Intake	Commencement Date	Application Closing Date
59th	26 Mar 2018	19 Mar 2018
60th	11 Jun 2018	31 May 2018
61st	05 Sep 2018	25 Aug 2018
62nd	21 Nov 2018	31 Oct 2018

For further information, please contact Ms. Karen Ee via phone (65) 6422 3788 or email [karen@shri.org.sg](mailto:karen@shri.org.sg)



Cert No. : EDU-2-2107  
Validity : 12/09/2017 - 11/09/2021

SHRI Academy  
CPE Registration No. 200722689Z  
CPE Registration Period: 30-01-2016 to 29-01-2020