**Course Title:**
**Managing Risk and Legal Compliance in Payroll Administration**

**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
- To create awareness of statutory laws (eg. Employment Act, CPF Act, SDF Act, Income Tax Act, and others)
- To apply the legislated requirements using standardised formulas & detailed calculation
- 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
- Legislated & Discretionary Employment Benefits compliance
- Risks of non-compliance

**2) Application of the Legislation Requirements**
- Essential principles and calculations in the Employment Act:
  - Part I, II, IV: Coverage, Staff Leaves and Work Hours
  - Part III: Payment of Salaries
  - Part IV: Work Hours/Pattern, Annual Leave, Retrenchment & Overtime Pay calculations
  - Part IX & Part X: Maternity Leaves, Paternity Leave, Shared-parental Leave, Medical Leaves, Public Holiday Pay, etc.
  - Part VIA: Part-time Employees
- Child Development Co-Savings Act
- The Central Provident Fund Act
- Income Tax
- Retirement and Re-employment Act
- Work Injury Compensation Act (WICA)
- National Service Act: Loss of Civilian Income & 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

**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 to apply legislation correctly, ensure compliance and minimise risks to ensure an effective payroll system in an organization.

**Training Methodology**

Lecture, activities, group discussions and case studies

**Training Duration**

2 Days (16 hours)