



Seminar on

Payroll Compliance: Do's and Don'ts

1 October 17, 2023 (Tuesday) 8:30 am – 5:00 pm @ FMM Perak

Introduction

Compliance with the relevant Labour Acts and Regulations in Payroll administrations is critical to avoid negative staff morale and costly penalties. The accurate definition, compliance, and computation of wages etc. and changes in statutory contributions will minimize disruption to your operations and company integrity. Hence, **it is imperative for employers to thoroughly understand the interpretations of relevant Act and Regulations to achieve Payroll Compliance.**

Objectives

- ★ Manage Payroll accurately in compliance with the latest relevant Labour Laws;
- ★ Learn how to calculate pay based on employment terms & conditions according to Labour Laws and
- ★ Acquire knowledge on other legalities in terms of payment of wages.

Who Should Attend

- Payroll / Finance Managers / Executives / Officers / Assistants
- Human Resource Managers / Executives / Officers / Assistants

8:30 am		Registration	
9:00 am	➤ Definition of Employee		
	➤ Definition of Wages		
	❖ Scope and Applicability under 1 st Schedule		
	➤ Minimum Wage Order 2022		
	❖ New Minimum Wage Rates		
	➤ Pay Rates for Work Done		
	❖ Normal Days		
	❖ Rest Day		
	❖ Off-Day		
	❖ Public Holiday		
10:30 am		Tea Break	
10:45 am	➤ Monthly Rated Employee		
	➤ Ordinary Rate of Pay (ORP) - Computation		
	❖ Working hours - 45 per week		
	➤ Calculation of Wages		
	❖ Overtime		
	❖ Shift Work		
	❖ Maternity Allowance		
	❖ Unpaid Leave / Unpaid Sick leave		
	❖ Hospitalisation		
	❖ Absenteeism		
	❖ Allowances		
		1:00 pm	Lunch
		2:00 pm	➤ Calculation of Proportionate Wages
			❖ Incomplete Month – New Joiner / Resignation
			❖ Termination
			❖ Layoff Benefits
			❖ Advances Validity and Limitations
			❖ Encashment of Annual Leave
		3:30 pm	Tea Break
		3:45 pm	➤ Payment of Wages
			❖ Legal Mode and Date
			❖ Consent for Payment of Wages
			➤ Deduction of Wages – Do's and Don'ts
			➤ Court Awards – Wage Disputes
			➤ Question and Answer Session
			➤ Evaluation
		5:00 pm	End of Seminar

Programme

Speaker

MR. K. KESAVAN holds a Masters in HR Management - OUM, Bachelor Degree in Humanities - USM and a Diploma in IR - University Malaya. He joined the public sector in 1997 as an Enforcement Officer with the MDTCA and later as an IR Officer attached to the IR Dept., MoHR where he served for 10 years. He was then transferred to the Enforcement Division, JTK, MoHR as the Deputy Director and subsequently served the Labour Policy Division as the Principal Assistant Secretary before retiring in 2017. Currently he is FMM's HRIR Advisor based in KL. He was actively involved in the formulation/revision of various Labour Laws in-line with TPPA and revisions of MW Order, CYP and MRA Acts while serving with MoHR. During his time with the MoHR, he has facilitated Seminars in Labour Legislations such as the EA, IRA, TU Act, NWCC Act, MRA Act and conducted training in areas such as EA, Misconduct, DI, Sexual Harassment, Collective Bargaining and CAs.

REGISTRATION FORM

Seminar on Payroll Compliance: **Do's** and **Don'ts**

1 October 17, 2023 (Tuesday) 8:30 am – 5:00 pm
FMM Perak

The Manager
FMM Perak
No. 1, Lorong Raja DiHilir
30350 Ipoh
Perak Darul Ridzuan

Tel: **05-548 8660**
Fax: **05-548 8221**
Email: rozita@fmm.org.my
(Attn: **Rozita**)

Dear Sir,

Please register the following participant(s):

1. Name	
Designation	
IC No	
Email	

2. Name	
Designation	
IC No	
Email	

(Please attach a separate list if space is insufficient)

We hereby confirmed that:

We **WILL** be **claiming from HRD Corp** and full payment would be made of FMM in the event that no disbursement from HRD Corp under any circumstances

We will **NOT** be **claiming from HRD Corp**. Enclosed cheque/bank draft No _____ / bank in slip being payment for ___ participant(s) made in favour of **FEDERATION OF MALAYSIAN MANUFACTURERS**.

(Please tick in the appropriate box)

Submitted by:

Name			
Designation			
Company			
Address			
Tel No.		Fax No.	
M'ship No.		Email	

Administrative Details

Date/Day: **OCTOBER 17, 2023/TUESDAY**

Time: **8:30 AM – 5:00 PM**

Venue: **FMM PERAK NO.1, LORONG RAJA
DIHILIR, 30350 IPOH,
PERAK DARUL RIDZUAN**

Fees per participant: * **FMM MEMBER – RM583.00
NON-MEMBER – RM689.00**

* Fee is Inclusive of Service Tax @ 6%, Seminar Materials, Refreshment, Lunch and Certificate of Attendance.

Enquiries

- Mr. Mahinder Singh ☎: **05-548 8660** 📠: **05-548 8221**
✉: fmmperak@fmm.org.my

Registration

- Attendance is by prior written registration only.
- Completed Registration form must be returned to FMM Perak.
- Upon **Faxing / Mailing** the completed **Registration Form** to FMM Perak, you are **deemed** to have read and **accepted** the terms and conditions. The seminar would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First-Served basis.

Payment

- Cheques** made in favour of 'Federation of Malaysian Manufacturers'.
- For **HRD Corp Claimable Course**, an **Attendance of 100%** is a **MUST**, in any case, **employers will be billed** in full.
- FMM SST Registration No: **W10-1901-32000108**

HRD Corp Claimable Course Details

- Training Provider : 007907X_PERAK**
- HRD Corp Programme No:** would be provided upon **confirmation**.
- Employers HRD Corp Grant Approval MUST** be forwarded to FMM Perak at least **3 days BEFORE** the commencement of seminar.

Cancellation

- Must be in Writing with Reasons.
- 7 days before the course – **No payment charged**.
- 3 – 6 days before the course – **50% payment charged**.
- < 3 days before the course – **Full payment charged**.
- Participants who did not turn-up will be charged full payment.**
- Replacements can be accepted at no additional cost.

Disclaimer

The FMM Perak **reserves the right** to change the speaker, date and to vary / cancel the seminar should unavoidable circumstances arise. All efforts will be taken to inform registered participants of the changes.

Closing Date

October 9, 2023