FEDERATION OF MALAYSIAN MANUFACTURING
Co. No. 196801000309 (7907-X) (Formerly known as
Federation of Malaysian Manufacturers) Eastern Branch

EB/08/26
March 10, 2026

HRD CORP CLAIMABLE

FMM WEBINAR ON PAYROLL COMPLIANCE (DO'S AND DON'TS)

MAY 19 - 20, 2026 | Remote Via ZOOM | 9.00AM - 5.00PM

INTRODUCTION

It is common that employees have queries on salary computation which might vary from month to month due to certain reasons. Hence, it is imperative for employers or anyone involve in Payroll, to be aware and thoroughly understand the interpretations of the relevant Act and regulations and the latest amendments to the Employment Act 1955.
Compliance to the relevant Labour Legislations and regulations in Payroll administrations are critical to avoid negative staff morale and costly penalties. The accurate definition, compliance and computation of wages, working hours, overtime calculation, EPF, SOCSO and EIS benefits and changes in statutory contributions will minimize disruption to your operations and company integrity.

OBJECTIVES

Through this webinar, participants will be able to:

- Manage Payroll accurately in compliance with the latest relevant employment laws
- Calculate work done and overtime computations
- Calculate Annual leave encashment and entitlement
- Calculate No pay leave
- Compute incomplete month of service
- Calculate Retrenchment benefits
- Understand EPF, SOCSO and EIS contributions



TARGET GROUP

- Human Resource Managers
- Personnel Managers
- Executives

METHODOLOGY

- Presentation
- Discussion,
- Q&A Session

TRAINER PROFILE *MR. K. KESAVAN*

He 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.

FEES

Member: RM 972.00
Non-Member: RM 1,080.00
(Inclusive of 8% SST)





MORE INFO

Call /Email Us For More Information: 09-560 6554
/fmmeastern@fmm.org.my

FMM
FEDERATION OF MALAYSIAN MANUFACTURING

PROGRAM

DAY 1

8:45am — **Online Registration**

9:00am — **Contract of service and contract for service**
- What is wage and salary
- Who is covered under Employment Act 1955

Wages
- Mode and Time for Payment of Wages
- Consent for Payment of Wages
- Advances Validity and limitations
- Deductions Validity and limitations
- Principal responsibility in Payment of Wages
- Legal payment date
- New minimum wage order
- Calculation of salary for incomplete months

10:30am — **Morning Tea Break**

10:45am — **Working Hours, Working Day and OT**
- Normal work hours and days
- Lunch time and break time
- What is ORP
- When overtime start
- How to calculate OT
- Limitation on OT hours
- Calculation for Incomplete Months
- Calculation for Non-Pay Leave

1:00pm — **Lunch**

2:00pm — **Rest Day and Over Time**
- Rest day of the week
- Pay rate for work done on rest day
- Pay rate for overtime done on rest day

Public Holidays and Over Time
- Minimum gazetted Public Holidays to adhere
- Public Holidays, Substitutable Holidays
- Work on Paid Holidays and OT
- Pay rate for work done on Public Holidays
- Pay rate for overtime done on rest day

3:30pm — **Evening Tea Break**

3:45pm — **Annual Leave, Non-Pay Leave & Absenteeism**
- Minimum days of Annual leave
- Encashment of annual leave
- Calculation of Non-Pay Leave
- What is Absenteeism
- Calculation of absenteeism

4:50pm — **Question & answer session**

5:00pm — **End of programme**

DAY 2

8:45am — **Online Registration**

9:00am — **Paid and Unpaid Sick Leave & Hospitalization**
- Sick leave entitlement
- Fulfillment for sick leave
- Treatment of full claimed sick leave
- Hospitalization leave entitlement
- Odd case - deemed as on hospitalization

Maternity Leave and Allowance
- Duration of maternity leave and its allowance
- Maternity leave entitlement
- Eligibility of maternity leave does not mean eligibility for maternity allowance
- Allowable period to kick off maternity leave

10:30am — **Morning Tea Break**

10:45am — **Resignation and Dismissal**
- Minimum notice period required by EA 1955
- Calculation of notice period
- Payment in lieu of notice period
- Payment date of last drawn

1:00pm — **Lunch**

2:00pm — **Retrenchment**
- What is retrenchment and redundancy
- Pre-requirement exercise retrenchment
- Notice period of retrenchment
- Retrenchment benefits
- Payment date of retrenchment benefits

3:30pm — **Evening Tea Break**

3:45pm — **Part-Time Employees**
- Part-timer same as a casual worker?
- Annual leave and sick leave
- Hours of work and OT

EPF, SOCSO & EIS

4:50pm — **Question & answer session**

5:00pm — **End of programme**

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CONTACT US

FMM WEBINAR ON PAYROLL COMPLIANCE (DO'S AND DONTS)

May 19 - 20, 2026 (Tuesday & Wednesday) | **Remote Via ZOOM** | **9:00 am - 5:00 pm**

REGISTRATION / PAYMENT

Registration form must be completed and returned to FMM Eastern by **May 12, 2026.** All confirmed participants should make the full fee before the event.

- For HRD Corp - Claimable Courses, an Attendance of 100% is a must, in any case, employers will be billed in full.
- For HRD Corp - Claimable Courses, Grant Approval must be forwarded to FMM Eastern at least 3 DAYS BEFORE the webinar date.

DISCLAIMER:

FMM Eastern reserves the right to change the facilitator, date and to vary/cancel the Webinar should unavoidable circumstances arise.

Enquiries

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PAYMENT METHODS

Payee name: FEDERATION OF MALAYSIAN MANUFACTURING

- Cheque or bank draft crossed Account Payee only.
- Bank-in payment: to e-mail or fax deposit slip to FMM for issuance of Official Receipt.
  Bank Name: **Maybank Bank Berhad**
  Account no : **5-56011-06326-9**
  SWIFT Code: **MBBEMYKL**
- Please write the event name on the reverse of the cheque or on the deposit slip.

REPLACEMENT / CANCELLATION / NO-SHOW POLICY

Replacement at no additional cost. FMM reserve the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes. Participants who did not turn-up at the events are liable for the full payment.

Cancellation must be in writing to FMM. If cancellation is received:

- 7 days before the webinar - no payment charged
- 3- 6 days before the webinar - 50% payment charged
- Less than 3 days - full payment will be charged
- cancellation and refund is not allowed

Training Provider: 007907X_EASTERN
Training Number: 10001665176

REGISTRATION FORM

Please register the following participants(s):-

FMM Eastern Branch - Ms. Wan Hui/ Ms Thivya
Email: wanhui@fmm.org.my / thivya@fmm.org.my

No	Name	Designation	I/C Number	Email	H/P No.
1					
2.					
3.					

Please Tick appropriate box:

We hereby confirm that:

☐ **We will be claiming under HRD Corp-Claimable courses (SBL - Khas) but full payment would be made to Federation of Malaysian Manufacturing in the event that no disbursement from HRD CORP under any circumstances.**

☐ **We are not claiming training grant from HRD Corp. Enclosed cheque / bank draft, No _____ for RM _____ being payment made for _____ participant(s) made in favour of Federation of Malaysian Manufacturing.**

Submitted by:

Name : _____ **Designation:** _____

Company: _____ **FMM Membership No. :** _____

Address: _____

_____

Email: _____ **Tel:** _____ **Fax:** _____

TIN No. : _____ **SST No:** _____

Company Stamp