



FEDERATION OF MALAYSIAN MANUFACTURING
NEGERI SEMBILAN BRANCH
MYCOID: 007907X_NSEMBILAN
PROG. NO: 10001658160

NSB/07/2026

April 7, 2026

FMM
FEDERATION OF MALAYSIAN
MANUFACTURING

SEMINAR ON

PRACTICAL PAYROLL ADMINISTRATION

Closing Date:
August 7,
2026



Master Payroll with Confidence in Just 1 Day!

Gain essential payroll knowledge within the Malaysian regulatory framework from fundamentals and statutory compliance to calculations, digital tools, and real-world solutions. Walk away equipped to run accurate, compliant, and efficient payroll processes while minimising operational risks.



AUGUST 13, 2026 (THURS)
9.00AM - 5.00PM



FMM NS BRANCH, SEREMBAN 2



ENGLISH / BAHASA MALAYSIA

WHO SHOULD ATTEND?

**HR Managers and Executives,
Payroll Administrators, Finance &
Accounts Personnel, Business
Owners, Administrative Officers
handling payroll**



9.00AM - 5.00PM

13 AUGUST 2026

FMM NS BRANCH

OBJECTIVES

By the end of this programme, participants will be able to:

- Understand the fundamentals and full payroll cycle.
- Identify key Malaysian employment laws affecting payroll administration.
- Perform accurate payroll calculations including overtime, allowances, and statutory deductions.
- Ensure compliance with EPF, SOCSO, and income tax requirements.
- Implement best practices and internal controls to minimize payroll errors and disputes.
- Appreciate the role of payroll digitalisation and automation in improving efficiency.

SPEAKER'S PROFILE



ROHAIZAH HASHIM

Rohaizah Hashim has accumulated over 30 years of experience as an HR Practitioner, overseeing a wide array of Human Resources management and administrative tasks, which include payroll management and audit functions, across both local and multinational companies in diverse industries. She successfully completed the Business Excellence (BE) program, offered by MPC, aimed at enhancing productivity. This program aims to increase awareness regarding the significance of Business Excellence practices in enhancing business performance, guiding organizations on their journey toward excellence, and assisting them in improving productivity and performance by adopting the Framework. She holds several certifications, including being a Certified DISC Practitioner specializing in Personal Profile Analysis and Human Job Analysis, a Certified Train The Trainer (HRDC), a Certified NLP Coach, a Certified NLP Practitioner, and a Certified Time Line Therapy practitioner. These certifications highlight her proficiency in utilizing various tools and methodologies to support individuals in realizing their potential and achieving both personal and professional development.

PROGRAM SCHEDULE

Time	Details
8.45AM	Registration of Participants
9.00AM	Module 1: Payroll Fundamentals & Payroll Cycle • Definition and importance of payroll administration • Key components of payroll • Payroll cycle overview: • Payroll frequency and timeline management Module 2: Malaysian Employment Laws & Statutory Compliance • Overview of key legislation: Employment Act 1955 Income Tax Act 1967 EPF Act SOCSO Act • Mandatory deductions: PCB EPF contributions SOCSO contributions • Legal risks and compliance pitfalls
10.30AM	Morning Coffee Break
10.45AM	Module 3: Payroll Calculation & Practical Applications • Gross pay vs. net pay • Overtime calculation methods • Handling bonuses and allowances • Special payments (commissions, reimbursements) • Common payroll errors and how to prevent them • Practical payroll calculation exercises
1.00PM	Lunch Break & Networking
2.00PM	Module 4: Payroll Systems, Records & Best Practices • Payroll software and automation trends in Malaysia • Benefits of payroll digitalisation • Record-keeping requirements • Audit readiness and documentation • Developing Payroll SOP / Internal Control Framework • Communication strategies to handle payroll disputes
3.30PM	Afternoon Coffee Break
3.45PM	Module 5: Case Studies & Interactive Discussion • Real-world payroll scenarios • Identifying compliance risks • Resolving payroll disputes • Group discussion and best practice sharing
5.00PM	End of Program

/Pg. 3

**FMM Seminar on
Practical Payroll Administration**

9.00AM – 5.00PM

13 AUGUST 2026

FMM NS BRANCH

PARTICIPATION FEE (Inclusive of 8% SST)

Member RM 702.00 per pax

Non - Member RM 810.00 per pax

PAYMENT METHOD

1) HRDCORP GRANT (SBL - KHAS SCHEME)

- No payment to FMM.
- Fund must be sufficient. Fee will be deducted from the employer's HRDCorp contributions.
- Full payment is to be made to FMM in the event that no disbursement from HRDCorp under any circumstances.

2) DIRECT PAYMENT TO FMM via Online Banking / Cheque

Payee Name: **FEDERATION OF MALAYSIAN MANUFACTURING**

Bank Name : Malayan Banking Berhad

Account No : 505176510151

SST Registration No : W10-1901-32000105

***To provide FMM with the payment slip / advice once payment has been made.*

REGISTRATION

- All registration together with the payment should be made before the event date.
- Registration is on a first-come-first-serve basis.
- For SBL-KHAS Scheme, an attendance of 100% is a must, otherwise employers will be billed in full.
- For SBL-KHAS Scheme, grant approval must be provided to FMM at least 3 days before the event date.
- Upon submission of the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- Certificate will only be issued upon full disbursement from HRDCorp / payment from employer.

REPLACEMENT/CANCELLATION/NO SHOW

- Must be made in writing with reasons to FMM.
- Full payment fee will be charged by FMM for cancellation within 2 days prior to the event
- Participants who **did not turn-up will be charged full payment**. Invoice will be sent to the employer after program ends.
- Replacement can be accepted at no additional cost.
- FMM reserves the right to cancel or reschedule the program. All efforts will be taken to inform participants of the changes.

REGISTRATION FORM

FMM Negeri Sembilan (Attrn: Ms. Eyda/Ms. Niza)

Email: herdawaty@fmm.org.my / niza@fmm.org.my

Tel No: 06-603 1626
Fax No: 06-603 1628

1) Name :
Designation :
E-mail :
NRIC :
Vegetarian : ☐

2) Name :
Designation :
E-mail :
NRIC :
Vegetarian : ☐

3) Name :
Designation :
E-mail :
NRIC :
Vegetarian : ☐

Payment:

Full payment of RM will be made via:-

☐ HRDCorp SBL-KHAS ☐ Online Banking ☐ Cheque

Submitted by: ☐ FMM Member ☐ Non-Member

Name :

Designation :

Company Name :

Membership No. :

Business Reg.No.:

Tel : Fax :

TIN No : SST No. :

E-mail :

Address :

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