

Payroll Administration

Course Outline

➤ An Introduction to Compensation

Defining Rate of Pay, Overtime, Wages, Schedule of Work, Employees & Entitlement of Employment Benefits

➤ Itemised Payslips & Compliance

Tripartite guidelines on Itemised Payslips
Format and breakdown of each Pay slip

➤ Payment of Salary

- Payment based on Basic / Gross Rate of Pay
- Time and Mode of Payment
- Payment on Resignation, Termination & Dismissal
- Authorized Deductions
- Reservist Make Up Pay

➤ Rest Days, Public Holidays & Leave

- Defining Rest Day, Holiday and Non-working Day
- Calculations of payment for work on Rest Day, Holiday and Non-working Day
- Annual Leave and Sick Leave entitlement

➤ Employment of Women

- Length of Maternity Benefit Period
- The Meaning of "Entitlement"
- Calculation of Salary Payment for Period of Maternity Leave

➤ Parental Leave

- Child Care Leave
- Shared Parental Leave and Paternity Leave

➤ CPF

- Defining Ordinary Wages & Additional Wages
- CPF contributions

➤ Part Time Employment

- Defining Part Time Employee
- Calculation of Benefits Entitlement

➤ Taxation

- Definition of income
- Administrative rulings

Target Audience

Managers and Executives who are involved in Payroll Management, Compensation & Benefits Programme and represent the Employers in union negotiations

Methodology

Case studies, exercises and discussions will be used extensively to provide the "hands-on" experience in the workshop

Course Fees

Fees Type	Full Fees (inclusive 7% GST):
Member	\$642.00
Non-member	\$749.00

Trainer

Ms Ang Kuan Kuan, Director, IR of SNEF

Please refer to SNEF website for available dates
Duration : 3 days, 9am to 5pm (21 hours)
Course Venue : SNEF Corporate Learning Centre

Register online at SNEF website www.snef.org.sg
Click on 'Training' and Course Category 'Human Resources/ Industrial Relations'

Enquiries:

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