



# Payroll Control & Administration

VENUE : HYATT REGENCY KINABALU  
DATE : 4 – 5 FEBRUARY, 2010

Time: 9:15am to 5:15pm (Registration starts at 8:45am) – Day 1  
9:00am to 5:00pm – Day 2

**SBL CLAIMABLE**  
SUBJECT TO HRDF APPROVAL  
**35 SEATS MAX.**

## AIM

To improve productivity through understanding and application of the law on wages, EPF and SOCSO.

## BENEFITS

- Able to apply the Law on Wages, EPF, SOCSO
- Pay correctly
- Avoid prosecutions from the authorities (Labour Officers)
- Avoid complains to Labour Office
- Protect image of company
- Improve Productivity & working environment
- Able to understand “commuting Accidents” claims
- Know SOCSO and EPF Benefits

**Inclusive of Termination & Lay-Off Benefits, Limits of Overtime Rules (Sabah) 2008, etc.**  
**FAILURE to comply, FINE up to RM 10,000.00.**  
**Effective from MARCH 2008.**

## WHO SHOULD ATTEND

CEO / Managing Director \* HOD \* Line Managers \* Operations Managers  
Human Resources Executives / Manager \* Finance Officer \* Administration Executives / Manager  
Training Personnel \* IR Executives / Officers \* Payroll Personnel / Paymaster

## KEY TOPICS

### Labour Ordinance Sabah related to wages

- \* Scope
- \* Various Definitions
- \* Wages, ORP and day
- \* Confinement
- \* Industrial Court guidelines on wages
- \* Contract for Service
- \* How to apply S14A(2), 13, 14 on wages
- \* Termination or Dismissal and payment of wages
- \* Suspension – when half/full pay
- \* Payment for work on Public Holidays, Rest Days, etc
- \* Can you work on 4 compulsory PHs? How to pay?
- \* Can you substitute Public Holidays? How to pay?
- \* What is ORP?
- \* Calculation of ORP
- \* Can employees refuse payment through bank?
- \* Final salary calculation – resignation, termination, dismissal, retrenchment
- \* Lawful deductions from wages
- \* Can you deduct for late coming?
- \* Maximum OT allowed
- \* Annual leave balance calculation
- \* Termination Benefits payable?
- \* Calculation of Termination Benefits

### EPF

- \* Who is an employer ?
- \* Who is an employee ?
- \* Who is liable to contribute?
- \* Who can elect to contribute ?
- \* Who are not employees ?
- \* Definition of Wages
- \* Director's Fee, contributable ?
- \* Employer's registration
- \* Withdrawals
- \* Other Benefits
- \* 11% or 8% Contribution – effect on Tax
- \* Penalties
- \* Upon death, who gets EPF money?

### SOCSO

- \* Who is an employer ?
- \* Legal Obligations of Employers
- \* Scope of the Act
- \* Consequences if employer is not registered
- \* Various schemes and benefits
- \* Family members obligations
- \* Making of claims to SOCSO
- \* Legal consequences of failure to comply
- \* Should employers pay during Temporary Disablement
- \* How to claim from employees

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**EARLY BIRD FEES (BY 28<sup>TH</sup> JANUARY 2010)**

RM 1,180.00

- Group registration of 3 or more are entitled to a 10% discount
- Registration fees include training materials, lunch, refreshments & certificate of participants

**NORMAL FEE**

RM 1,280.00

- Payment by cheques should be crossed and made payable to : **“Gem Consultancy (Sabah) Inc.”**
- All payment made are not refunded but a substitute maybe made at anytime with no extra cost
- The Organizer reserves the right to make any amendments that they deem necessary in the best interest of the workshop

**Contact Personnel**

**Danny Tan 012 8282922**  
**Irene 012 828 9838**  
**MIRI REPRESENTATIVES**  
**Ben Ha 013 8246444**  
**Ricky Law 016 8989380**

**GEM CONSULTANCY (SABAH) INC.**  
S-2-24, Block E, City Mall, Jalan Lintas  
88300 Kota Kinabalu, Sabah  
Tel: 088-447207 Fax: 088-447206  
Email: gemkksabah@gmail.com

**TRAINER PROFILE**

Dr S. Selvanathan has over 25 years experience in the area of Human Resource and Industrial Relations Management having risen from the ranks to become the General Manager (Human Resource Department) of a leading Multinational organization.

In the course of this rich experience, he was a panel member of the Industrial Court for 3 terms and has heard disputes that were brought before it for arbitration. His experience includes handling industrial as well as Labour Court case.



Due to vast experience, he is frequently called-up as a consultant and his clients include numerous multinational organizations involved in electronics, manufacturing, construction, hotel, security, human resource and service industry such as;

Commonwealth Club / EFCO Construction Sdn Bhd / Memory Tech Sdn Bhd / O’Hara Electronics / Peak Will Sdn Bhd / Wong Kwok Group / Sri Muda Auto Works Sdn Bhd / Sumi Metal Sdn Bhd / Hualon Corporation Sdn Bhd / United MS Electrical Manufacturing (M) Sdn Bhd / Tuck Sun Logistic Sdn Bhd / Century Logistic Sdn Bhd / Super RM & Super RM Sdn Bhd / TCCM Dewhirst Sdn Bhd / National Life Insurance Association(NAMLIFA) etc.

Some of the successful projects that he has executed are development and facilitation of innovation and strategy workshops, full review of human resources management, developing general HR good practices, writing policies & procedure, employee handbooks and also implementing & executing of VSS and retrenchment exercise. He is also involved in Industrial Safety and was the Chairman of the Occupational Safety & Health Sub-Committee of the Malacca branch of the Federation of Malaysian Manufacturers’ for about 10 years besides the Chairman of the house committee on Occupational Safety & Health (OSH).

<b>Full Name</b>		<b>REGISTRATION – PLEASE FAX TO 088-447206</b>	
(1) Dr/Mr/Ms.....	Position .....	<b>ORGANIZATION’S DETAIL</b>	Contact Person : .....
(2) Dr/Mr/Ms.....	Position .....		Designation : .....
(3) Dr/Mr/Ms.....	Position .....		Organization : .....
(4) Dr/Mr/Ms.....	Position .....		Address : .....
			Email : .....
		<b>PAYMENT METHOD</b>	
Tel .....	Fax.....	Cheque Bank	: .....
Date.....	Total Amount RM.....	Cheque No	: .....