

HRSINGAPORE



Certified Human Resource Specialist™ (Payroll) Course

(4th Intake) - Commencing from 21 July 2016!

Introduction

Payroll professionals are in demand in today's employment market and they require knowledge and experience in payroll and other areas including laws that affect payroll, administration of salary and benefits, salary benchmarking and current salary trend.

This course consists of four modules and is designed to train and certify participants to enhance their payroll knowledge, payroll practices and the legal compliance in Singapore that can assist them to succeed in the competitive business environment. Current payroll practitioners will also find this course useful for purposes of enhancing their professional payroll knowledge and bring it up to date.

As this CHRS (Payroll) course covers the relevant payroll related knowledge and it is skill-based, participants will be certified as a Human Resource Specialist (Payroll) upon successful completion of the course.

For full course details, please click on : <http://hrsingapore.org/chrspayroll/>

Course Modules:

Module 1 - Overview of Compensation - (1 day)

- Introduction to Compensation and Benefits
- Compensation and Benefits Policies
- Compensation Structure, Trends And Practices
- Job Evaluation
- Incentives
- Non Financial Compensation

Module 2 - Payroll-Related Legislation - (2 days)

- Singapore Employment Legislation
- Payroll Legislation and Compliance
- Payroll Related Taxes
- Basic terms & conditions of employment
- Rights & obligations of employees and employers
- Salary Provisions

Module 3 - Payroll Policies & Procedures - (2 days)

- Overview of Strategic Pay Systems
- The Pay Model
- Policies and Procedures
- Payroll Process & Challenges
- Market Survey & Pay Systems
- Fixed and Variable Payments
- Flexible Wage System and Monthly Variable Components

Module 4 - Payroll Outsourcing & Software - (1 day)

- What is Outsourcing as part of the business process?
- When evaluating the need for Payroll Outsourcing, what are the criteria?
- The benefits of outsourcing & pitfalls to avoid when outsourcing
- What would be the management control ?
- Criteria for selecting outsourcing vendors

- How to manage the outsourced payroll
 - Tracking the effectiveness of outsourced payroll
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Past Participants Comments

- "Trainer is knowledgeable on the topic." - Joanne Ching, ST Electronics (Training & Simulation Systems)
 - "Trainer was extremely effective in delivering the concepts through interesting activities. Friendly and approachable facilitator." - Janice Lim, STT Communications
 - "I've learned not only knowledge on Payroll and trainer's life experience sharing and valuable comments." - Ivy Liu, Singapore Component
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Some of Past Participants Companies

- BreadTalk
 - Canon Singapore
 - Economic Development Board
 - Healthway Medical Group
 - KBC Bank NV
 - Republic Polytechnic
 - Singapore Labour Foundation
 - ST Electronics
 - The Hour Glass
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Administrative Details

Scheduled Dates

- 21, 28 July, 4, 11, 18 & 25 August 2016 (Thursdays)

Duration

- Six (6) Days
- 9 am to 5.30 pm

Cost

- S\$2,680 for [Community](#) Subscribers
 - PIC Claimable
 - Installment plan is available for self-sponsored individuals
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Certification

Certification will only be awarded upon attendance and successful completion of all the modules and Competency-Based Assessments conducted during the course.


Participants who successfully completed the course and passed all Competency-Based Assessments are entitled to use the designatory title "CHRS (Payroll)" after their names.


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HRSINGAPORE PTE LTD | www.hrsingapore.org | query@hrsingapore.org | Tel: 6337-8016 or 6338-5816 |
89 Short Street #04-16 | Singapore 188216 | Co Reg. 200409860M