

HRSINGAPORE

Question - NSman Make-Up Pay - Update 1 (Replies)

Dear all,

Please advice which is the right procedure for NS man salary (1 week NS in June):

A. As usual company will pay his June salary. Wait for the NS to pay back his NS salary to company [or]

B. Company has to pay NS man salary (normal June salary + NS salary). Then wait for company to refund to company.

Thanks.

Jocelyn

REPLY 1

The usual way is to pay him as normal and claim make up pay through the NS portal. As such, we will need to contribute employer CPF for the staff during his absence for reservist. You will need to register for the password to access the NS portal as the employer.

Siew Hua

REPLY 2

In the NS portal, there are 2 options, one is for Mindef to pay the Employee or Mindef to reimburse the company. In our case, we take the 1st option for Mindef to pay the employee direct. We submit the claim in the portal and only pay the employee for the days he is working, the rest of the days on reservist

will be considered as unpaid leave.

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Certified Human Resource Specialist (CHRS)™ (Payroll) Course

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

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 Certified Human Resources Specialist (Payroll) qualification 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.

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

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?
 - How to manage the outsourced payroll.
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Who should attend

Human Resource & Payroll practitioners who wish to enhance their current payroll knowledge and individuals who are interested to begin a professional career in payroll.

Past Participants' Comments

- "Elements of the outsourcing contract is useful and looks like it can be used for other vendor management contract."
 - "Trainer is knowledgeable on the topic." - Joanne Ching, ST Electronics (Training & Simulation Systems)
 - "Jenny was extremely effective in delivering the concepts through interesting activities. Friendly and approachable facilitator." - Janice Lim, STT Communications
 - "Well done, Jenny. We have an enjoyable session and learn a lot from you. Thank you!" - Eileen Teng, Canon Singapore
 - "Jenny has covered the module comprehensively. I enjoyed learning. Thanks Jenny." - Ainah Baharom, AlKhair Mosque
 - "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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