

HRSINGAPORE

Question - Outsourcing Company's Payroll

Dear all,

We are planning to outsourcing our payroll, would appreciate any advice on what are the areas to look out for when choosing a outsourcing company?

Thank you.

Carolyn

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Certified Human Resource Specialist (CHRS)[™] (Payroll)

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

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) 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/>

Course Details:

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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Certification

Certificate will be awarded upon successful completion of all the modules and Competency-Based Assessments. And those who are successful are entitled to use the designatory title "*CHRS (Payroll)*" after their names.



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