

HRSINGAPORE



Payroll Administration Workshop (27th Run) **- 18 May 2016**

Introduction

Payroll administration encompasses all the tasks involved in paying an organization's employees. It typically involves keeping track of days/hours worked and ensuring that employees receive the appropriate amount of pay. It also includes calculating legislated contributions that employees have to make e.g. Central Provident Fund, ethnic and skills development funds etc. as well as ensuring that taxes due by employees are properly withheld and processed.

Payroll administration is an important function of the organisation and it is important for HR and payroll staff to be competent in these areas and knowledge. Employees expect employers to pay salaries on time and according to the agreed terms in their contract of employment. It is inexcusable and unprofessional if HR fails to accomplish this.

The HR and payroll professionals must also be on top of all the legislative requirements and market trends that involves payroll.

This one day workshop will provide participants with valuable insights relating to payroll administration, all legislative requirements surrounding payroll, the latest trend and market practices for payroll and the options for outsourcing payroll.

Course Objectives

- Define payroll administration and explain its functions

- Link payroll administration to overall company remuneration strategy
 - Identify legislation applicable to payroll
 - Check for and ensure compliance of all payroll related legislation
 - Calculate payroll and its related payments
 - Identify options for payroll outsourcing
 - Establish criteria for selection of service providers
-

Course Outline

1. Payroll Administration

- Definition
- Linkage to overall remuneration strategy
- Objectives of Compensation
- Components of Compensation

2. Applicable Legislation including:

- Employment Act
- CPF Act
- Income Tax Act
- Retirement Act
- NS Act
- Employment (Part-Time Employees) Regulations

3. Calculations of payroll and all payroll related payments

4. Outsourcing – opportunities and evaluation of service providers

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

Who Should Attend

HR Executives, HR Managers, Administrators, Finance or Accounting Staff and those who handle the Compensation & Benefits/Payroll function in their organisations.

Benefits of Attending This Course :

- Understand what payroll administration is and what it and its related activities entail
- Implement compliance to relevant legislation
- Calculate payroll and its components
- Review options to outsource payroll function

What questions this workshop provides answers to:

- What is payroll administration?
 - What are the components of payroll?
 - How is payroll administration linked to the organisation's overall remuneration strategy?
 - What are legal requirements and implications of payroll administration?
 - What are the options available if the organization decides to consider payroll outsourcing?
 - How to evaluate and select the right service provider for outsourcing?
-

Comments from previous participants:

- "Overall was great!"
 - "Noel was very good, I enjoyed the day."
 - "Interesting and a very valuable course"
 - "I did not regret attending"
 - "Experienced and knowledgeable trainer!"
-

Trainer

Noel Khng has more than 20 years' experience in the Human Resources field working for the Shell Group of Companies. He has taken on roles as a generalist as well as specialist roles in Recruitment, Staff Administration, Industrial Relations, HR Information Systems and Learning and Development.

He also worked as the Group HR Manager for Mewah International Inc., one of the largest palm oil refiners and traders in the world, headquartered in Singapore with 3 refineries in Malaysia and marketing offices in China, Australia, Russia, Rumania, Poland, Brazil and Argentina. Leading a team of 28 HR professionals, he was charged with setting the overall direction for HR policies and practices across the Mewah Group.

By way of academic achievements, Noel holds a Master's of Science (UK) majoring in HRM and a Diploma in Industrial Relations. He also successfully completed the Advanced Certificate in Training and Assessment (ACTA).

Administrative Details

Date

- 18 May 2016

Duration

- 9 am to 5.30 pm

Cost

- S\$650 for [Community](#) Subscribers
- PIC Claimable
- Skills Future Credit for Self-Sponsored Singaporeans aged 25 and above

Certificate

Certificate of Attendance will be awarded upon attendance and successful completion of the workshop.

[REGISTER TODAY](#)



HRSINGAPORE®

A Decade of Helping HR People Succeed!



Share on Facebook



Send to Twitter



Forward Email

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