

HRSINGAPORE

Question - Transport Allowance (Malaysian Islands)

Dear HR practitioners,

I am task to give a proposal on transport allowance for staff to entice staff who are currently work in our Butterworth office to move to Penang island office.

What is the best way to compensate them to travel across from Malaysia mainland to Penang island? I understand daily toll fee RM5.60 each way. so if I propose monthly allowance :

Toll fee $RM5.6 \times 2 \text{ ways} \times 20 \text{ days (estimate 5 days' week - minus leaves)} = RM225$

Subsidies mileage $20\text{km} \times 2 \text{ ways} \times RM0.5 / \text{km} = RM20$

Total round up to RM250 per month.

Is this the reasonable perks? Do you have more suggestion?

Thanks in advance for your valuable input.

GH

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Payroll Administration Workshop

- 15 September 2016 (Confirmed!)

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.

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



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