

Basic Human Resource Compliance, EPF, SOCSO & Income Tax(PCB)

19th March 2019

Tuesday

9.00am till 5.00pm

at *3 Two Square, Petaling Jaya*

A basic yet solid fundamental training programme that aims to help the most important department of the company, HR Department, to execute proper and compliance practice on employees' rights.

These include accurate information on Leaves, OT treatment, Wages administration, perfect calculation on EPF plus its contribution, same goes with SOCSO, and of course proper Income Tax monthly deduction.

OBJECTIVE:

To provide a basic knowledge of Human Resource Compliance and its relationship to the financial matters, normal hours and OT, Annual and Unpaid leaves, EPF & SOCSO Contribution and many more.

This include a comprehensive explanation of various calculations such as full time wages administration, part-time employees, Income Tax Monthly Deductions, Entitlement or Benefits and Employee Insurance System for your business.

HOW WILL YOU BENEFIT:

At the end of this seminar session, participants will learn to:

- Understand formula for calculating OT, unpaid sick leave, unpaid maternity leave, EPF and SOCSO, income tax monthly deduction and so on.
- Identify different types compulsory and non-compulsory PH, conditions for sick leave, conditions for maternity allowance eligibility, and etc.
- Understand the entitlement such as annual leave entitlement, special leave and special benefit such as loans, scholarship and etc.

Price:

Course Fee

If you are AccTecTraining/ KAC member

Price per participant

RM 388.00

2 Credits



Prices include: Speaker Notes, Attendance e-Certificate, Tea Breaks and Lunch

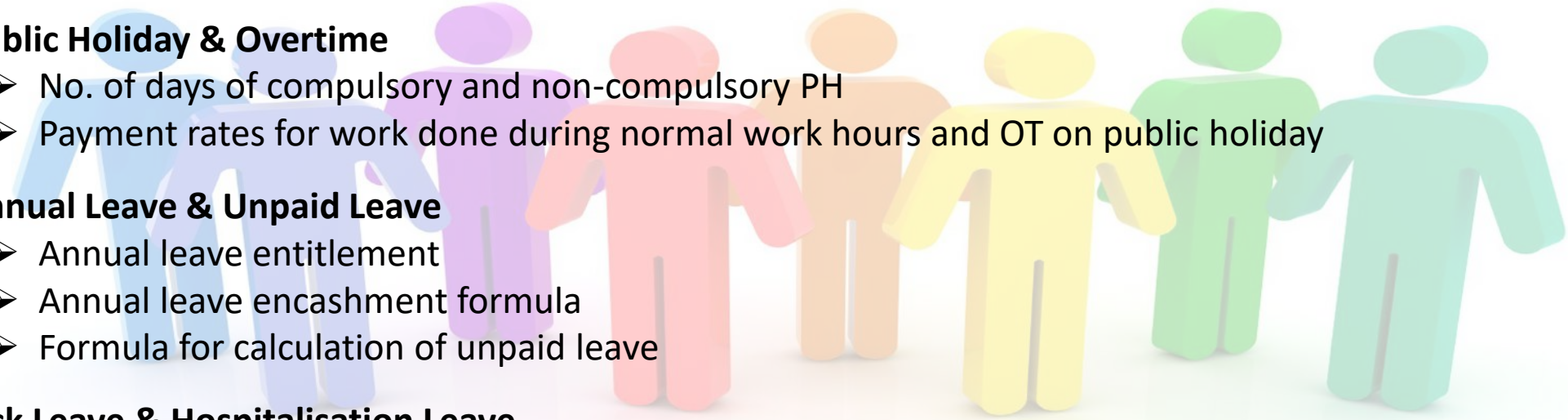
KAC
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Human Resource Compliance, EPF, SOCSO, Income Tax (PCB)

Outlines:

- **The definition of “Employee” covered under the scope of the Employment Act 1955.**
- **Normal Hours and Overtime**
 - Normal working hours & days
 - Limitation hours of work
 - Limitation of Overtime
 - Formula for calculation of ORP
 - Formula for calculation of OT
- **Rest Days & Overtime**
 - Rest days entitlement
 - Payment rates for work done during normal work hours and OT on rest day
 - Can an employee be forced to work on a rest day?
- **Public Holiday & Overtime**
 - No. of days of compulsory and non-compulsory PH
 - Payment rates for work done during normal work hours and OT on public holiday
- **Annual Leave & Unpaid Leave**
 - Annual leave entitlement
 - Annual leave encashment formula
 - Formula for calculation of unpaid leave
- **Sick Leave & Hospitalisation Leave**
 - Sick leave and hospitalisation leave entitlement
 - The ‘deemed-to-be-hospitalized’ clause
 - Conditions for sick leave
 - Formula for calculation of unpaid sick leave
- **Maternity Leave/Allowance**
 - Maternity leave entitlement
 - Eligibility criteria for maternity allowance
 - Formula for calculation of paid and unpaid maternity leave
 - Can ex-employee claim maternity allowance?
- **Wages Administration**
 - Definition of wages under the EA 1955 Act
 - Wage Period and payment due date
 - Lawful deduction and limitation
 - Formula for calculation of wages for incomplete month
- **Minimum Wages**
 - Minimum wages to be paid in Malaysia
 - Effective dates of Minimum Wages Order
 - Monthly rates, daily rates and hourly rates
 - Penalties for non-compliance



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- **Part-time Employees**
 - Who are the part-time employees protected by EA 1955?
 - Annual leave entitlement
 - Sick leave entitlement
 - Work hours and OT rate
 - Public Holiday entitlement and OT rate
 - Rest day entitlement and OT rate
 - **Employer Provident Fund (EPF)**
 - Who is eligible for contribution
 - Definition of wages for EPF contributions
 - Rate of contribution for employees below and above 60 years of age
 - Maximum age for contribution
 - Date of submission and penalties for non-compliance
 - **SOCSO**
 - Who is eligible for contribution
 - Definition of wages for SOCSO contributions
 - Rate of contributions
 - Maximum ages of contribution under Employment Injury Scheme and Invalidation Schemes
 - Date of submission and penalties for non-compliance
 - **Employment Insurance System (EIS)**
 - Who is obliged to contribute
 - Contributions rate
 - Benefits of the scheme
 - Date of submission and penalties for non-compliance
 - **Income Tax: Monthly Deductions (MTD / PCB)**
 - Payment liable for income tax deduction
 - Minimum income level for tax deduction
 - Normal vs additional remuneration
 - MTD/PCB computation method using schedule MTD/PCB
 - MTD/PCB computation method using computerized calculation
 - Date of submission and penalties for non-compliance
 - **Income Tax: Benefits-in-kind**
 - What is benefits-in-kind
 - VOLA
 - Tax exemption
 - Formula and prescribed value methods to determine the value
 - Preparing the EA
 - **Human Resource Development Fund (HRDF)**
 - The purpose of HRDF and the rate
 - Who must register with PSMB/HRDC?
 - Definition of wages for HRDF
 - Date of submission and penalties for non-compliance
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TRAINERS' PROFILE: Ms Mellen Koh & Mr Jaykay Teoh



Ms. MELLE has 30 years of experience in the field of Human Resources.

She has been moving up through the ranks in the HR department ever since she started her first HR role back in the 1990s. Started as administrative assistant, in an industrial sector with a workforce of 500 personnel, and before she called her employment days numbered, she was a Head of HR & Training for a MNC logistics company.

For the span of this period, Ms Mellen's job responsible on getting the payroll, EPF, SOCSO, Income Tax, Staff benefit and compensation, Training and recruitment were way beyond one's admiration.

As of recent, Ms Mellen is involved in recruitment arrangement for corporate and commercial advisory work.

Mr Jaykay, started his academic background of ACCA as an audit assistant in a local audit firm for 2 years before venture to financing industries with banks from consumers to commercial sector for another 10 over years.

During the banking period, Jaykay started as a sales executive before being progressively promoted to assistant manager then subsequently a team manager in one of the international bank.

With over the years of cheerful marketing positive mentality, Mr Teoh is currently a HRDF Certified Trainer for in-house courses such as Motivation and Team Building. And he is currently picking you further understanding of HR course with the mentoring from Ms Mellen.



WHO SHOULD ATTEND

Business Owner/ Director/ General Manager
Financial Controller/ Chief Financial Officers
HR Manager/ HR Executives; and
Executives from various Department

Suitable for the following Industries:

Manufacturing, Services, Retail, Processing,
Construction, Logistic & Transportation, Information Technologies,
Hospitality and International Businesses.



KAC Advisory Services PLT
(LLP 0001155-LGN)
HRDF Training Provider
This training is HRDF claimable under SBL

COURSE TITLE : **BASIC HUMAN RESOURCE COMPLIANCE, EPF, SOCSO & INCOME TAX**
EVENT DATE : **19th March 2019, Tuesday**
VENUE : **Knowledgecom 3 Two Square, Petaling Jaya**

| <u>Course Fees Per Participant</u> | <u>No. of participants</u> | <u>Total Fees</u> |
|--|----------------------------|-------------------|
| Price RM388.00 | pax | |
| AccTecTraining 2 credits | pax | |
| Total | | RM |

PARTICIPANTS

Company Name: _____ Industries: _____
 Contact person: _____ Company Tel & Fax No: _____
 Company Mobile: _____ Email: _____
 Address: _____
 _____ Vegetraian Meal

1. Full Name : _____ Designation _____
 2. Full Name : _____ Designation _____
 3. Full Name : _____ Designation _____

(In the event of additional participants kindly fill up another registration form)

PAYMENT METHOD

I / We hereby enclose Cash/ Telegraphic/ Online Banking Transfer
 Cheque No. _____ for amount of RM _____

Cheque should be crossed and made payable to **KAC Advisory Services PLT**. Payments can be deposited into our account - **CIMB: 8009809371**. A copy of the bank-in slip should be scanned and emailed to selangor@kacadvisory.com.

Cancellation/ transfer policy: Payment is refundable for cancellation if cancellation is in writing received 7 working days before the event. You can substitute an alternative participant, particulars of which should be given to us in writing before the event. If any participant is absent on the event day, full payment is chargeable.

KAC Advisory Services PLT (KAC) reserves the right to change the venue(s), date(s) speaker(s) or cancel the event due to circumstances beyond its control. KAC also reserves the right to alternative arrangements whatsoever without prior notice to you, should it be necessary to do so. Upon signing the registration form, you are hereby deemed to have read and agreed to the terms and conditions herein.

Signature and company stamp _____

Date: _____

Should you have any further enquiries, please do not hesitate to contact us.

- Email : selangor@kacadvisory.com
- Contact : **Mr Teoh** Contact No: **011-1057 3088**
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