

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

## Normal Hours and OT

- Normal working hours & days
- Payment for spread over of work hours
- Formula for calculation of ORP
- When does OT start?
- Formula for calculation of OT
- Limit on OT hours

## Rest Days & OT

- Minimum days of rest per week
- Payment rates for work during work hours and OT
- Can an employee be forced to work on a rest day?

## PH and OT

- What is the difference between compulsory and non-compulsory PH?
- No of days of compulsory and non-compulsory PH
- Payment rates for work during normal hours and OT on compulsory and non-compulsory PH

## Annual Leave & Unpaid Leave

- Minimum no of days of entitlement
- Encashment of leave
- Rate for work done during normal hours / OT rates
- Salary computation / deduction for unpaid leave

## Paid and Unpaid Sick Leave

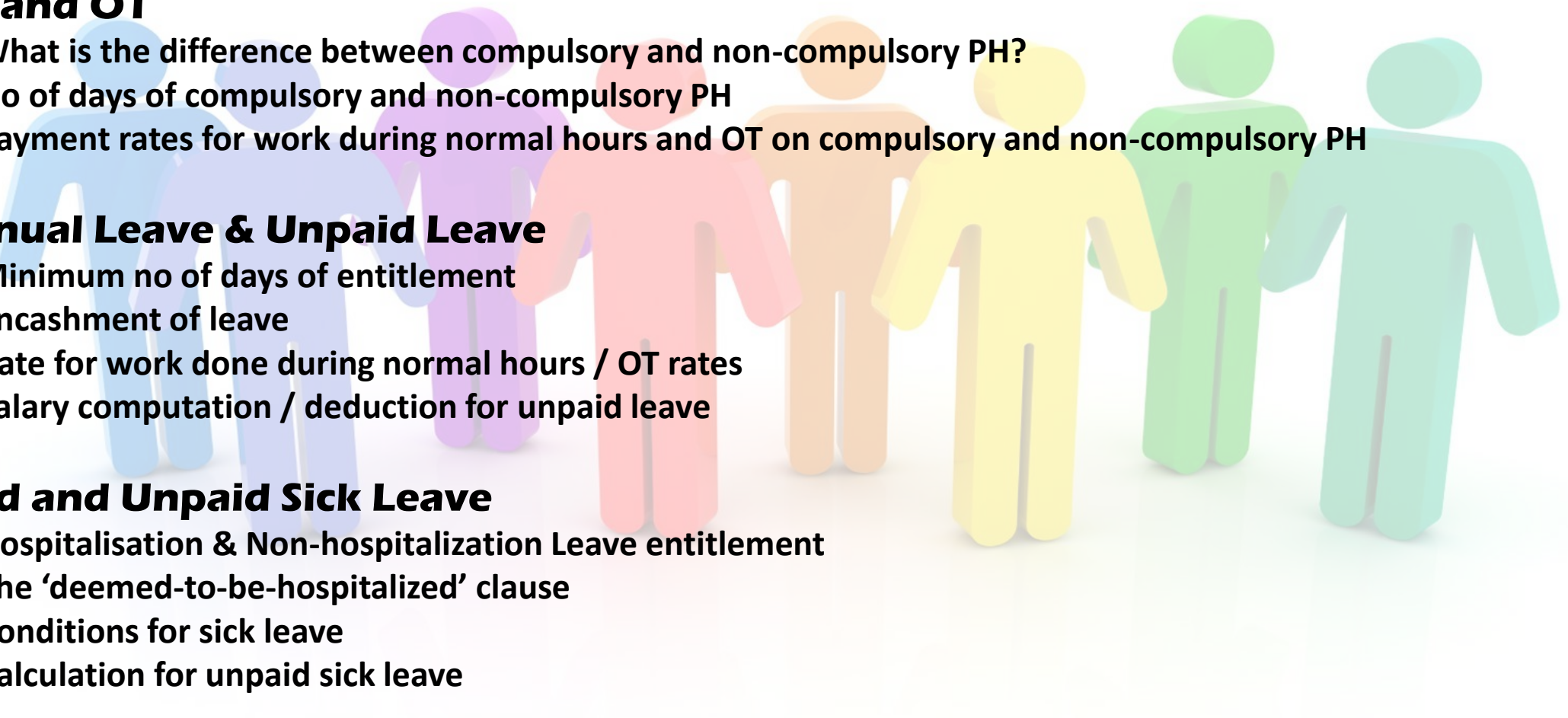
- Hospitalisation & Non-hospitalization Leave entitlement
- The 'deemed-to-be-hospitalized' clause
- Conditions for sick leave
- Calculation for unpaid sick leave

## Paid and Unpaid Maternity Leave

- Maternity allowance / leave entitlement
- Conditions for Maternity Allowance eligibility
- Calculation for maternity allowance
- Payment for ex-employees
- Calculation for unpaid maternity leave

## Wages Administration

- Definition of wages under the law
- Formula for calculation of salary for incomplete month
- Minimum and maximum amount of salary advance and loans
- Authorised and unauthorised deductions
- Limit in deductions
- Content of Pay Slip
- Payment date



## **Part-time Employees**

- Who are the part-time employees protected by EA?
- No of annual leave days
- No of sick leave days
- No of work hours and OT rate
- No of PH and OT rate
- No of Rest days and OT rate
- Calculations for the benefits

## **EPF: Contributions**

- Who must contribute?
- Must a non-citizen also contribute?
- Definition of wages for EPF contributions
- Rate of contributions under Parts A, B, C, D
- Rate of contribution by non-citizens & employers
- Rate of contribution for employees below and above 60 years of age
- Maximum age for contribution

## **SOCSCO: Contributions**

- Who needs to contribute?
- Rate of contribution under categories 1 and 2
- Definition of wages for SOCSCO
- Penalties for non-contribution
- Who is responsible for contribution?
- Maximum ages of contribution under Employment Injury Scheme and Invalidity Schemes

## **SOCSCO & EPF Deductions & Contributions**

- Who is eligible for deductions and contributions?
- What types of income are subject to SOCSCO and EPF?
- Rate of deductions for different classes of employees
- Date of contribution
- Late contributions
  - Illustrate using KWSP & Socso website (or life demo on how to do submission and payment)

## **Income Tax: Monthly Deductions (MTD / PCB)**

- Definition of wages for income tax deductions
- Minimum income level for income tax deduction
- Normal vs additional remuneration
- Exemptions from tax
- Using the schedule to compute MTD/ PCB
- Using the formula method to compute MTD/PCB
- Compulsory and optional deductions
- Rebates after tax
- Date of contribution
- Deductions for previous years



## **Income Tax: Benefits-in-kind and Perks**

- What are benefits-in-kind and perks
- Calculating value of perks
- VOLA
- Formula and prescribed value methods of determining values
- ESOS
- Preparing the EA

## **Entitlement / Benefits**

- Annual Leave entitlement
- Sick leave & Medical Benefits
- Maternity / Paternity Leave
- Special leave: Marriage, Compassionate, Prolonged Illness, etc
- Special benefits: loans, scholarship, uniform, etc

## **EIS: Employment Insurance System (2018)**

- Purpose of the scheme
- Who must contribute?
- Benefits of the scheme

