



#Public Training/Workshop#

Payroll Management

"The Art Of Adventure For Lifelong Learning"

INTRODUCTION:

Payroll Management and Administration is a strategic hiring investment and costs including compensation, statutory requirements, benefits and compliance represent remuneration. A company uses to manage the records of the employees working in the company where only the authorised person has the rights to work with the processes and the employees are visible to their status of remuneration.

At the end of this workshop, participants will be able to understand the HR management functions and payroll processes related to the total remuneration transaction.

OBJECTIVES:

Upon successful completion of the Payroll Practice and Management program, the participants will:

- Know the definition and basic functions of HR Management & payroll processes
- Recognise the relationship between the HR management and payroll processes and their environment
- Comprehend the relationship between the HR Management and payroll processes and management decision making
- Understand the logical and physical characteristics of the HR Management and payroll processes
- Know some of the plans commonly used to control the payroll processes

WHO SHOULD ATTEND?:

Working professionals who want greater knowledge in payroll management and administration, Human Resource Executives (Payroll/Recruitment/Reward & Performance), Supervisors, Secretaries, Head of Department/Unit.

METHODOLOGY:

- Adult learning method with interactive approach lectures
- Slide presentations
- Group exercises
- Case studies
- Group presentation

PROGRAM SCHEDULE:

Registration	:8.30am
Morning session	:9.00am - 10.30am
Morning Tea	:10.30am - 10.45am
Lunch	:1.00pm - 2.00pm
Afternoon session	:2.00pm - 3.30pm
Afternoon Tea	:3.30pm - 3.45pm
End	:5.00pm

Date:

Please refer to our WEBSITE

Duration:

2 days (9am - 5pm)

Medium:

English & Bahasa Malaysia

Venue:



EXCLUSIVE COURSE OUTLINE

Day 1

1. TERMINOLOGIES USED IN PAYROLL

- Human Resource functions
- Payroll philosophy
- Payroll authorisation personnel
- Payroll reporting

2. DEDUCTIONS

- ⇒ Statutory Compliance:
- Employees Provident Fund
 - Income Tax
 - SOCSO
 - Court instruction
- ⇒ Requisition:
- Zakat
 - Amanahraya
 - Loans
 - Advances

3. FEATURES OF PAYROLL

- Multiple bank account capability
- Manual payment
- Multiple check copies
- Direct payroll deposit
- Unlimited earnings and benefits types
- Fixed Departmentalization and budget
- Vacation and sick pay accrual
- Pay Frequencies
- Update the General Ledger with any payroll adjustments
- Pay one or a range of employees
- Pre-processed and custom reports speed up reporting times
- Bank instruction

Day 2

4. ACCESS TO EMPLOYEE INFORMATION

5. PAY THE RIGHT AMOUNT

- Meticulous
- Reconciliation

6. IMPROVE THE EMPLOYEE SATISFACTION

- Performance appraisal feedback
- Job family vs market positioning
- Rewards vs Budget

7. RECOVERY OF LOANS AND ADVANCES

8. MEETS ACCOUNTING AND REGULATORY NORMS

9. STATUTORY REPORTS



TRAINER PROFILE'S

ZURAIDAH YUNOS (ZUE)

HR Practitioner (Generalist & Specialist), Consultant & Trainer

Kuala Lumpur, Malaysia



Zuraidah has over 24 years human resource experiences as generalist and specialist with expertise in all facets of Human Resources, extensive hands-on experience in human resource management, leadership and working with the Business Leaders and Senior Management Team. Highly committed, passionate and results-driven leader, focused on achieving organization results consistently and demands excellence and constant enhancements in an ever-changing environment.

Demonstrate strong organizational skills through experience in initiating, developing and managing the human resource of Life insurance/Takaful, Logistics & Transportation, Oil & Gas and Property & Construction Company. She has proven ability to provide consultation which involved in employee engagement, talent succession management, organisation transformation & change management and HR projects.

Prior to joining The Ayer Group/BTI Consulting/Kerjaya Sukses as their Consultant, Zuraidah was with Am-Bank Group as Head of Human Resources managed and provides human resource functions to it Life Insurance & Takaful business. She was also managed regional human resource as a strategic partner, provides human resource leadership in alignment with regional business strategy and goals at Scomi Oiltools a Global Oil & Gas Company.

She was also attached to KLCC Property Management a subsidiary of Petronas for 15 years serves as a partner and consultant to the management on human resource related issues and responsible for implementing the human resource functions. Based on her professional experience with an extensive human resource generalist and specialist background, Zuraidah has proven success in partnering with business leaders to optimize organizational effectiveness.

Representative Client Engagements:

- Provide advisory and consultancy service to the Company; |s client on a wide range of human resources issues, procedures and policies consistent with HR employee standards, legislation and guidelines.
- Work closely with the Company's clients and internal team on projects to ensure client requirements are met in a timely and well executed manner.
- Conduct and perform benchmarking analysis for the Company; |s client investigation; research into reclassification, classification, criteria advancement submissions and to prepare reports for the client.
- Build client relationships, selling and delivering projects in various areas of HR Consulting, which may include Talent and Leadership development, Employee Engagement (surveys & workshops), Organizational Change, Training & Development, Design of HR strategies and processes, Business Process Reengineering, Change Management & HR Project Management.
- Work with the Company to ensure objectives are met through collaboration.
- Investigate research and prepare brief notes or reports on new policies, procedures and practices of human resources to ensure accurate service delivery.



PROFESSIONAL PROFILE

Area of Expertise:

- Strategic Management
- Talent Identification & Retention
- Coaching and Mentoring
- Transformation and Change Management
- Industrial & Employee Relations
- Career Transition
- Job Search Module
- Performance Management
- BSC & KPI
- Compensation & Benefits
- Learning Analysis & Roadmap
- Technical Competency & Based Interview
- Employee Engagement end-to-end process

Client Types/Levels of Experience:

- Board of Directors/CEO
- Entrepreneurs
- Heads of Departments
- Managers
- Executives
- Supervisors
- Blue Collars

Education:

- Post-Graduate MBA in Human Capital Management, Irish International University, UK
- Post-Graduate Diploma in HRM, Glasgow Caledonian University, UK

Industry/Functional Experience:

- Property Management
- Construction
- Oil & Gas
- Logistics & Transportation
- Insurance & Banking
- Financial Planning & Investment
- Coaching & Training
- Business Development & Sales
- Project Management
- Structured Learning Roadmap
- Technical Competency
- Learning Needs Analysis
- FMCG

Professional/Corporate Experience:

- Consultant and Trainer
- Industrial Relations Practices & Impacts
- Leadership Development
- Career Transition Consultant
- Coaching & Mentoring
- Competency Based Interview (Assessor)
- Performance Management & Rewards
- Employee Engagement & Action Plan
- Identification of Talent & Retention
- Change Management
- Merger Acquisition & Transformation
- Recruitment Consultant

Assessments/Certifications:

- IQCS ISO 9001-2000
- Certificate of Achievement for Coaching for Peak Performance
- Presentation & Public Speaking Skills for Managers
- Effective Interviewing (Recruitment) Skills
- Competency Based Assessment Program
- Building The Corporate Scorecard Workshop
- Development of Key Performance Indicators (KPIs) To Enhance Organization Performance
- Sales Professional Achievement with award of Big Heart, Energizer, Super Mental Warrior, Super Charming Personality
- Image & Communication Skills
- Certified Train The Trainer (TTT)

Cultural/Multi-National Experience:

- Conducted in-house customized soft-skills Coaching Training
- Conducted Competency Based Interview
- Conducted Performance Review Assessment
- Conducted Surviving Change – Employee's Guide to Adapting & Moving Forward
- Conducted Returned to Employment Workshop
- Conducted One-To-One Career Transition

Notables:

- Consultant & Trainer
- Coaching & Mentoring
- Experienced HR Practitioner (Generalist & Specialist)

Professional Affiliation:

- MIM Affiliation members

Representative Clients:

- Malaysia Airline System (MAS)
- Tenaga Nasional Berhad (TNB)
- Suruhanjaya Perumahan Nasional Berhad (SPNB)
- Nestle



Registration Form

PAYROLL MANAGEMENT

DATE: Refer to our WEBSITE | **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5548 0024 ; TEL : +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

PROMOTION AVAILABLE

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PARTICIPANT'S NAME :

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

Authorization (Signatory must be authorized on behalf of the company)

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is invalid without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non- attendance does not constitute cancellation.

(However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

ASL Training & Consultancy Sdn. Bhd.

COMPANY STAMP

