



MANAGING PAYROLL SYSTEM

29-30 JUN 2026 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

This two-day program provides HR practitioners, payroll administrators, and managers with a comprehensive understanding of payroll administration in line with Malaysia's Employment Act 1955 (as amended 2022) and related statutory requirements. The course blends legal provisions with practical payroll calculations, covering wages, overtime, leave entitlements, statutory contributions, taxation, and termination benefits. Participants will gain both technical knowledge and hands-on skills to ensure compliance, accuracy, and efficiency in salary administration

Who Should Attend

- Finance Department (all level)
- HR Department (All Level)
- All Department HODs/ Execs
- Legal & Compliance Staff

Learning Outcomes

1. Identify pay components – salary, wages, and allowances.
2. Calculate payments – ORP, OT, public holiday/rest day pay, and deductions.
3. Process special payouts – maternity, retrenchment, and final salary.
4. Apply statutory rules – contribution rates, deadlines, penalties, and PCB tax.
5. Manage payroll – handle bonuses, increments, and employee queries

Course Registration :



RM2,000

(Price Inclusive of 8% SST)

HRDC Claimable*

<https://forms.cloud.microsoft/r/thPJPC0wWp>



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

Course Structure

Time	Agenda
DAY 1	
8:30am - 9:00am	Registration
9:00 - 9:30am	• Course Introduction / ice Breaking
9:30 - 10:45am	MODULE 1: Foundations of Payroll & Legal Compliance
10:45 - 11:00am	Break
10:45 - 1.00pm	MODULE 2 :Salary Calculation & Overtime (OT)
1.00 - 2.00pm	• Lunch Break
2.00 - 3:30pm	MODULE 3 :Leave & Payroll Implications
3.30- 3.45pm	Break
3.45 - 5:00pm	MODULE 4 :Basics of Wages Administration
DAY 2	
8:30- 9:00am	Registration
9:00 - 9:30am	Reflection Day 1
9:30 - 10:45am	MODULE 5 :Final Salary & Exit Payroll
10:45 - 11:00am	Break
11:00 - 1:00pm	MODULE 6 :Payroll for Non-Standard Employees
1:00 - 2.00pm	Lunch Break
2.00 - 3:30pm	MODULE 7: Statutory Contributions & Compliance
3.30- 3.45pm	Break
3.45 – 4.45pm	MODULE 8 :Year-End Payroll Administration
4.45-5.00pm	Q&A Session pm

Trainer Profile



DR. RYTHA RAJENDRAN
(TRAINING CONSULTANT)

Rytha Rajendran is a consultant specializing in Productivity-Linked Wage Systems (PLWS), accounting, finance, taxation, and business compliance. She advises Malaysian organizations on aligning wages with productivity through KPI-driven wage structures, HR policy integration, and compliance with the Employment Act 1955. Her expertise also draws on international wage models from Japan, Germany, and Singapore. In finance and accounting, she is experienced in financial reporting, budgeting, ratio and variance analysis, taxation, SST/GST compliance, e-invoicing, auditing, and statutory compliance under MFRS/MPERS. Rytha conducts interactive corporate training and advisory programs using workshops, simulations, case studies, and mock audits, helping organizations strengthen productivity, compliance, financial management, and operational effectiveness.