



MANAGING PAYROLL SYSTEM

23 & 24 SEPTEMBER 2026 | 9.00AM - 5.00PM |
MEF ACADEMY TRAINING ROOM

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 levels)
- HR Department (all levels)
- All Department HODs / Execs
- Legal & Compliance Staff

Learning Outcomes

Participants will be able to :

- Identify pay components - salary, wages, and allowances
- Calculate payments - ORP, OT, public holiday/rest day pay, and deductions
- Process special payouts - maternity, retrenchments, and final salary
- Apply statutory rules - contribution rates, deadlines, penalties and PCB tax
- Manage payroll - handle bonuses, increments, and employee queries

Course Registration :



<https://forms.office.com/r/nz28AfSaEx>

RM2,000*

(Price Inclusive of 8% SST)

HRDC Claimable*

Course Structure

Trainer Profile

Time	Agenda
DAY 1	
9:00am - 9:30am	Course Introduction & Icebreaker
9:30am - 10:30am	Module 1: Foundation of Payroll & Legal Compliance
10:30am - 10:45am	Morning Break
10:45am - 12:30pm	Module 2: Salary Calculation & Overtime
12:30pm - 1:30pm	Lunch Break
1:30pm - 3:30pm	Module 3: Leave & Payroll Implications
3:30pm - 3:45pm	Afternoon Break
3:45pm - 5:00pm	Module 4: Wages Administration Basic
DAY 2	
9.00am - 9.30am	Reflection Day 1
9.30am - 10.45am	Module 5: Final Salary & Exit Payroll
10.45am - 11.00am	Morning Break
11.00am - 1.00pm	Module 6: Payroll for Non-Standard Employees
1.00pm - 2.00pm	Lunch Break
2.00pm - 3.30pm	Module 7: Statutory Contributions & Compliance
3.30pm - 3.45pm	Afternoon Break
3.45pm - 4.45pm	Module 8: Year-End Payroll Administration
4.45pm - 5.00pm	Q&A Session



DR. RYTHA RAJENDRAN

Rytha 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. She conducts interactive corporate training and advising using workshops, stimulations, case studies, and mock audits, helping organizations strengthen their effectiveness.