MANAGING PAYROLL SYSTEM

9 & 10 DECEMBER 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 pauments - 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/D2XGw1mtzh

RM2,000*

(Price Inclusive of 8% SST)

HRDC Claimable*

adminmefa@mef.org.my

03-7498 7242 / 016 - 254 1844

Course Structure

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**

Trainer Profile



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.

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