



*" University
Micro-credential
programme "*



CERTIFIED PAYROLL PRACTITIONER ADMINISTRATIONS AND PROCESSING

Start Your Payroll Career

Upon completion of this qualification you will be able to:



- Perform confidently as a payroll executive for any business.
- Contribute to a workplace with confidence in knowing the subject matter of payroll, statutory and compliance.
- Good competencies to apply and comply with the requirements of the law and contracts and fully understand the employer's and employees' rights
- Be aware and guided with all relevant acts that are related to an employee's payroll and employers obligations
- Consider the relevant points of law in the payroll decision-making process
- How to look for further information relating to the acts of law that affects payroll
- Gain qualifications and skills for lifelong employability



BECOME a payroll professional

- 20-day in full-time class PLUS 1-month **MANDATORY** workplace-based competency practical (the programme is subsidised with T&C)
- Classroom setting to build your network and meet your peers



STUDY and TRAIN your way to success

- 20-day in-class program plus 1-month hands-on practice which consists of classroom lecturers, case studies, scenario group discussions and software training utilising the flexHR platform
- Set your career in Payroll/Salary Administration, Salary & Compensation



ACHIEVE success as a Certified Payroll Practitioner with 2 Certifications

- EDUK8U Grad School Asia, IUKL Micro-credential Programme & Flex HR

Why this certification will help you?

- This specialised payroll certification & University micro-credential programme is brought to you by **EDUK8U Grad School Asia & TVET School Asia**. This certification allows you to enter the workforce confidentially as a payroll executive with the skills and competencies required to support Malaysian labour ordinances and statutory requirements.
- You will be fully aware of the technicalities surrounding Ordinary wages definition, allowances, overtime rate calculations and how these relate to and affect EPF, SESCO, EIS, etc. calculations. Where an error is made, an employee holds the right to make a lodgement to JTK relating to such miscalculations.
- JTK makes enquiries to rectify the matter and requests for historical records relating to every other employee – this becomes multiple incidents for any business where errors are found and applicable for fines/penalties.



Learning Outcomes

Upon completion of this program, the participants will be able to:

- Analyse time and attendance data and calibrate leave management data to complete payroll processing. Clearly be able to demonstrate and distinguish between the various labour ordinance ACTS of Malaysia.
- Illustrate and analyse formulae calculations as guided by the labour ordinance ACTS of Malaysia and demonstrate both manually and digitally.
- Differentiate, break down and demonstrate the various exemptions respective to each person and circumstance.
- Learners will proficiently assemble and identify relevant data and form gross pay calculations with necessary deductions
- Follow and display strong compliance to policies, procedures, documentation required for garnishment and levies and clearly distinguish the differentiation. Construct and display relevant international and expatriate rules for payroll.
- Complete all year end requirements and establish a new year beginning requirements for payroll processing.
- Research how to look for further information relating to the acts of law that affects payroll.



OUR CEO'S MESSAGE

"Welcome to EDUK8U Grad School Asia (EGSA), TVET School Asia and Virtuepayz Outsourcing Innovation Lab!"

I am delighted to introduce you to our Certified Payroll Practitioner, Administrations and Processing programme for graduates seeking a career journey in Payroll & HR administration."

This certification programme with **EDUK8U Grad School Asia & TVET School Asia** is designed to help establish your career within the Payroll Processing function of any business. Such Payroll education covers a broad spectrum of issues that graduates face at each stage of their careers, from payroll fundamentals to increasingly complex compliance, operational, regulatory, technological and computational issues.

Payroll administration and processing are one of the most regulated functions in an organisation. A payroll specialist's knowledge of labour law and computational compliance issues is crucial to minimising an organisation's exposure to fines and penalties for noncompliance. Understanding establishing and analysing payroll benchmarks and metrics along with using payroll audits to detect errors and fraud.

We admit graduates and grow them to demonstrate a mastery of payroll operations and compliance with the payroll certification. This is only the beginning of your learning journey. We strive to ensure that your student experience at **EGSA** is shaped by our alumni, the facilitators, guest speakers, the administrators, and most of all, your fellow cohort.

See you in class!



A handwritten signature in dark ink, appearing to read 'Roy Prasad', with a stylized flourish at the end.

DR. ROY PRASAD (FInstAM)

IUKL Honorary Professor
Group Chief Executive & Founder
VirtuePayz Outsourcing | EDUK8U Grad
School Asia



- This certification will assist you in becoming proficient in using FlexHR payroll software and other systems.
- By demonstrating a commitment to becoming and being a certified payroll professional, you will be able to boost your professional confidence and recognition.
- This university Micro-credential certification programme by **EDUK8U: Grad School Asia & TVET School Asia** is designed to improve your computational skills, time management and compliance development skills and ultimately advance your career as a certified payroll specialist.



What makes this course stand out?

This certification unlike any other provides each successful graduate with the opportunity to be considered for a hands-on trainee practice role in payroll processing to acquire on the job experience which is pivotal to future successes.



PROGRAMME UNITS

ESSENTIAL EDUCATION FOR PAYROLL BASICS AND CAREER DEVELOPMENT

WEEK 1

- Microsoft Excel – basic to intermediate
- Staff Salary & Employment Act
- Employment Act, Contract of Employment & Wages
- Minimum Wages Laws & Who is affected?
- Normal work hour, Rate of Pay, Overtime work, Rest Days, Public Holidays and Effects on Salary, Overtime, Rest Day, Public holidays and Overtime work on Rest Day and Public Holiday, Leave and Payroll.

WEEK 2

- Employment Termination
- Compliance with The SOCSO Act 1991
- Compliance with Employment Insurance System (EIS)
- Compliance with the EPF Act 1991
- Payroll Management and Administration
- Common Payroll Related Issues and Position of Law
- Year-end Salary administration and Reporting

PROGRAMME UNITS

ESSENTIAL EDUCATION FOR PAYROLL BASICS AND CAREER DEVELOPMENT

WEEK 3

flexHR[®]
Elevating, Innovating and Redefining Human Capital Management

- Payroll System Training - flexHR PAYROLL;-
- By pay structure,
- Pay-cycle; single and multiple.
- Understanding computational, Basic Pay, Bonus, Overtime, Shift Allowances, Non-paid leaves, Deductions, Advance Payment and Statutory



WEEK 4

flexHR[®]
Elevating, Innovating and Redefining Human Capital Management

- Payroll System Training - flexHR PAYROLL;-
- Computation structure and set up,
- Configuration Set-Up
- Miscellaneous Configuration Items
- Month End Payment, Allowances/Deductions, Overtime, shift and leaves, Stop PCB deduction and Stop/Hold salary

 KAKITANGAN.com

Payroll Panda

Get In Touch With Us:

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✉ info@eduk8u.com

This Certification Is :-

- Designed for people who have a passion for a career in HR, Payroll, compensation benefit, and or Administration.



CERTIFICATION DETAILS:-

- Duration: 20 days in class work
- Practical - 1 month
- Venue: Virtuepayz Outsourcing Innovation Lab (IUKL), Block 2, Kajang
- Class Delivery: Monday-Friday (9-5pm)
- Certification:
 - IUKL Micro-credential programme
 - Certified Payroll Practitioner: Administrations & Processing
- Strict Performance and workplace-based performance guidelines apply. Contact for terms & conditions.



CERTIFICATION VALUE

- Registration Fee of MYR225
- Total Certification fee is **RM3,000** (50% paid on enrollment, 50% balance paid on completion)

****Terms & Conditions apply EGS AVRSEP22**







"Study Local. Go Global"

TAKE THE FIRST STEP TO BECOME A PAYROLL PROFESSIONAL

EDUK8U GRAD SCHOOL ASIA

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