



# Micro-Credential Certified Payroll Practitioner

Administrations and Processing



***‘Study Local,  
Go Global’***



# EDUK8U CEO'S MESSAGE

*Dear Esteemed Students,*

*"Welcome to EDUK8U Grad School Asia (EGSA).*

*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."*



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

**DR. ROY PRASAD**  
(HONORARY PROFESSOR)

DBA(CH), DBA(DK), MHRM(MY),  
Grad Mgt(AU), DipBus(AU)  
Group Managing Director &  
Chief Executive Officer

This certification programme with **EDUK8U Grad School Asia** is designed to help establish your career within the Payroll Processing function of any business. This payroll education covers a wide 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** is 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 support every step of your online learning experience at **EGSA** and we look forward to welcoming you into our HR alumni.

**See you in class!**



## Program Learning Outcome

The Certified Payroll Administrator and Manager course covers payroll administration requirements from start to finish with the ability to self apply and complete the necessary computation. Detailed knowledge and experience learning on leading payroll software that has LHDN compliance and is used by major corporations in Malaysia. While businesses use software for payroll processing, however, it is vital for students and potential payroll officers to understand the complexities surrounding various government acts and provisions required for calculating payroll along with minimum provisions in a non-exhaustive list of the ACTS of Malaysia.

### This Programme Is For:

- Junior payroll and HR staff
- Admin staff handling HR and payroll
- Executives looking for a university micro-credential certification in payroll
- Final year College or University students seeking Payroll or HR administration career



# KICK START YOUR CAREER



## Higher Salary Potential



- Certified payroll professionals often command higher salaries compared to their non-certified counterparts. Certification demonstrates expertise and proficiency in payroll practices, which employers value and are willing to compensate for.

## Job Opportunities



- Certification enhances your marketability and increases your chances of securing better job opportunities in payroll administration roles.

## Recognition and Credibility



- Micro-Credential Certification can open doors to career advancement opportunities within the payroll profession with a EDUK8U Grad School Asia and Infrastructure University Kuala Lumpur qualification.

## Access to Networking Opportunities



- Certification often provides access to professional organisations and networking events within the payroll industry. Networking can lead to valuable connections, mentorship opportunities, and potential job leads that could result in financial gains over time.

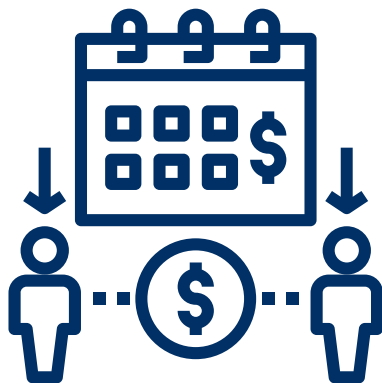


# COURSE UNITS

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## ESSENTIAL EDUCATION FOR PAYROLL BASICS AND CAREER DEVELOPMENT

1. Staff Salary & Employment Act
2. Employment Act, Contract of Employment, & Wages
3. Minimum Wage Law & Who is Affected
4. Normal Work Hour, Rate of Pay, Overtime Work, Rest Days, Public Holidays
5. Leaves and Payroll
6. Employment Termination in Malaysia
7. SOCSO and EIS Act
8. EPF Act
9. Position with Law in Malaysia
10. Year End in Malaysia



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## HOW THIS PROGRAMME WILL HELP?

- This specialised payroll certification programme is brought to you by **EDUK8U Grad School Asia** and aims to enhance the practitioners to develop competencies in line with Malaysian labour ordinances and statutory requirements.
- Persons filling in the role for payroll are typically not fully aware of the technicalities surrounding Ordinary wages definition, allowances, over time rate calculations and how these relate and affect EPF, SOSCO, EIS, and various calculations. Where an error is made; an employee holds the right to make a lodgment 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.

*A thorough understanding of the labour law and Malaysian payroll practices will eliminate the above incidences.*

# LEARNING OUTCOMES

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

- 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.
- Be able to illustrate and analyse formulae calculations as guided by the labour ordinance ACTS of Malaysia and demonstrate both manually and digitally.
- Able to 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.
- Able to 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.
- Able to 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.



# 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.

This Micro-Credential certification programme by EDUK8U Grad School Asia and Infrastructure University Kuala Lumpur is designed to improve your business acumen, payroll and processing skills, and ultimately advance your career as a certified payroll specialist.

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

- Be well equipped and competent to apply and comply to 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 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.
- Establish your career and salary potential as a Payroll Practitioner.
- Be the expert on multiple payroll systems.
- Demonstrate commitment to being a payroll expert.
- Boost your professional confidence and recognition.





## COURSE DETAILS

Duration: Self-paced (12 Months)

Study Mode: Online

Teaching languages: English

## QUALIFICATION

- IUKL and EDUK8U Micro-Credential Programme
- Certified Payroll Practitioner: Administrations & Processing

## CONTACT US

For an obligation free discussion



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Marwin Innovation Sdn Bhd  
(1268994-H)





# ***"Study Local. Go Global"***

TAKE THE FIRST STEP TO BECOME A PAYROLL PROFESSIONAL

## **EDUK8U GRAD SCHOOL ASIA**

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