

About the Workshop

This full-day workshop will introduce the key concepts of payroll administration to participants and equip them with the knowledge to establish a payroll administration framework, eliminate/minimise payroll problems, face payroll questions and answer them confidently, as well as become proficient in computing payroll and overall payroll administration.

Key Topics

- Roles, responsibilities and attributes of payroll practitioners
- Basic payroll computations
- Regulatory compliance requirements and their impact on payroll administration: Employment Act, Employment of Foreign Manpower Act & Employment of Foreign Manpower Regulations, Work Injury & Compensation Act, CPF Act, Income Tax Act

The Speaker - Mr Noel Khng

Noel has over 20 years' experience in the HR field. He is currently a lecturer and consultant with numerous leading institutions specialising in HR related programmes, covering topics such as employment laws, recruitment & selection, competency frameworks, performance management, comp&ben, OD and talent management.

Who Should Attend HR practitioners, administrative staff and owners of small businesses who handle the day-to-day payroll issues and administration in their organisations.

Date: 11 June 2024, Tuesday	Course Fees: \$328 per participant (Includes Handouts, Lunch & Refreshments)
Time: 9.00am to 5.00pm (Registration starts at 8.45am)	To register: Email your registration forms to us or register online.
Workshop Venue: Carlton Hotel 76 Bras Basah Road Singapore 189558	960 Dunearn Road, #06-25, Singapore 589486 Tel: 6293 9068 Email: info@kcacademy.com.sg Website: www.kcacademy.com.sg
	Payment Details: Payment by bank transfer or PayNow Corporate (UEN no. 201100115H) before commencement of workshop

Participant 1:

Participant 2:

Contact Person:
(If different from above)

Company Name:

Company Address:

UEN No: Tel: Fax:

Upon receipt of registration, any cancellation must be confirmed in writing, and will be subject to a 10% administrative charge. If notice of cancellation is received less than 5 working days before the course date, or if participant fails to show, participants will be invoiced for the full fee. However, substitutes will be allowed. KC Academy Pte Ltd reserves the right to cancel/postpone the event or change the venue/date/time of the workshop in view of unforeseen circumstances.