

PAYROLL MODULE

(CFG-PA01)

About This Course

The Century Payroll is a 3 day course which is ideal for those candidates who are responsible of the data entry, daily operations, processing and reconciliation of Payroll module.

This course will benefit people who need further understanding of the current functionalities of the payroll module, processes and report in payroll. It encompasses a wide variety of the payroll areas and provides a detail working knowledge to take away with you where you will have understanding about this Century Financials System module.

Course Objectives

Upon completion of this course of this course you should be able to:

- ✓ Understand the payroll operation including managing the batch information and payroll functions.
- ✓ Understand on the pay file generation and it related setups.
- ✓ Understand the preparations before the pay run, update/validate pay run information (pay sheet).
- ✓ Understand on the auto pay generation, pay run integration and closing.
- ✓ Get comprehensive understanding on the payroll process and reconciliation methodology.
- ✓ Knowledge on statutory and standard and reports in the module.
- ✓ Get to know the other standard functions and reports in the module.
- ✓ Comprehensive understanding of the payroll Reconciliation with General Ledger, Accounts Payables, Cash Book & Staff Loan Module.

Target Audience

Employee who are in charge of the Accounts Department particularly section Payroll.

Course Outline

DAY 1

Introduction

Brief explanation of the Payroll Module

Preparations

Preparation before the pay run
Pay entry in Kemaskini Kod Transaksi Gaji
New Employee Registration
Updating Employee Information

Process

Penahanan Gaji Process
Kenaikan Gaji Process
Tuntutan Kerja Lebih Masa Process
Perubahan Gaji Process
Tuntutan Pekerja Process

DAY 2

Generate Pay Run

Update/validate Pay Run
The Pay Sheet
Printing Pay Slip

Flag as paid in Pay Run

Auto pay generation
Pay Run Integration
Pay Run Closing

DAY 3

Reports (Audit Report)

Reporting
Statutory Reporting
Analysis Report and
Employee Report
EC Form
Sejarah Gaji Pekerja

Integration to Payroll

General Journal
Accounts Payable Invoice
Staff Loan Repayment Batch
Cash Book Payment

Register

Course : _____

Date : _____

Participant One :

Name : _____

Organization Name : _____

Job Title : _____

Email : _____

Contact Number : _____

Training Date : _____

Participant Two :

Name : _____

Organization Name : _____

Job Title : _____

Email : _____

Contact Number : _____

Training Date : _____

Human Resource / Approving Manager :

Name : _____

Organization Name : _____

Job Title : _____

Contact Number : _____

Fax Number : _____

Administrative Details:

Course Fee : RM 1,600.00 / Pax

SST 6% : RM 96.00 / Pax

Total : RM 1,696.00 / Pax
Lunch and refreshment provided

Duration : 3 Days

Contact Information :

Mr. Rosli Zam

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Office : 03-7962 7888

Fax : 03-79627800

E-mail : training@censof.com

Century Software (M) Sdn Bhd

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Seksyen 51A , 47300 Petaling Jaya , Selangor

Ways to Register :

1. Cheques are to be made payable to Century Software (M) Sdn Bhd and mail payment together with registration to : A-8, Level 7 , Sunway PJ@51A, Jalan SS 9A/19, Seksyen 51A , 47300 Petaling Jaya , Selangor.

2. Online registration at
www.centurysoftware.com.my

Terms & Conditions :

Upon receipt of a completed registration form , it confirms that the organization is registering for the seat(s) of the participant(s) to attend the training.

1. Payment is required with registration and must be received prior to the event.

2. Payment has to be received 7 working days prior to the event commencement. However a substitute is welcome at no additional charges.

3. If cancellation occurs in 7 working days prior to the event and there is no substitute, the organizer reserves the right to charge 50% of the total investment.