



COMPUTING SALARIES, WAGES AND BENEFITS

COURSE OVERVIEW

Computing salaries, wages and benefits is a critical segment of compensation administration or otherwise known as compensation management. This just simply means that as an employee works for a company, that company pays him/ her back for the services he/ she renders. Compensation administration aims at ensuring equitable pay, optimum productivity and motivation in the workplace and ensuring continued business while considering other factors such as but not limited to employee performance, industry compensation management practices and local laws governing the same.

Aside from being able to compute salaries, wages and benefits correctly, it is also vital for every business to provide avenues for employees to understand how these are computed to avoid job dissatisfaction, demotivation, low employee productivity and even turnovers as a result of lack of information and payroll disputes.

Enrich your knowledge in compensation administration by attending this course. Learn how to compute salaries, wages and benefits now.

COURSE OBJECTIVES:

At the end of the program, the participants will be able to

- a. Compute salaries, wages and benefits based on governing laws and implementing guidelines.
- b. Handle payroll inquiries and disputes through the application of principles and guidelines in computing salaries, wages and benefits.
- c. Prevent compensation disputes that can lead to job dissatisfaction, demotivation, low employee productivity and even turnovers.

TARGET PARTICIPANTS:

Recommended for Human Resources Practitioners of all levels, Business Owners, Officers, Supervisors and Managers in the Private Sector

COURSE OUTLINE:

- a. INTRODUCTION TO WAGE AND SALARY ADMINISTRATION
- b. DEFINITION OF TERMS, COMPUTATION, IMPLEMENTING GUIDELINES, DOCUMENT REQUIREMENTS AND LAWS RELEVANT TO
 - Equivalent Monthly Rates
 - Average Daily Rates
 - Holiday Pay
 - Premium Pay
 - Overtime Pay
 - Night Shift Differential
 - Service Charges
 - Service Incentive Leave
 - Other Leaves
 - Thirteenth Month Pay
 - PhilHealth
 - Social Security System
 - BIR
 - PAGIBIG/ HDMF
 - Payroll Documentation Relevant to Salary Changes
 - Company-Initiated Benefits/ Compensation
 - Other Authorized Deductions
- c. The Payslip
- d. Payroll Program Overview
- e. Tips on How to Handle Payroll Inquiries and Disputes

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TERMS ON PAYMENT:

- Pay in full 5 days before the seminar and avail our early bird rate of Php 2,700.00 only.
- Payments on the day of the seminar must be on cash basis only.
- Payments made through Checks can only be made through company checks. Personal checks can be accepted provided that it is an advance payment.
- Walk in participants shall pay the regular rate either through cash or check provided that the check is under a BDO account and payable to iLearn professional Solutions Inc. and that the same was declared good.
- Senior /students and/or person with disability, is given a special privilege of 20% discount provided that payment be made any time before 5 days of the scheduled seminar. On site payment of the students and seniors shall be entitled of 10% discount.
- Upon payment, proof must be forwarded through email or fax to 4842342.
- Proof of payments (original deposit slip) shall be required for presentation on the day of the schedule.

For further information, you may visit our website at www.ilearnph.com. You may also directly call us at 09395581888 or 09156406325 or through our office landline number 02-2557593 / 02-4841904 / 3704792. You may also visit our company office at #2563 LemeryStreet, Malate Manila. Or send us an email through admin@ilearnph.com

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