



Working With Payroll, Staff Benefits & Statutory Deductions

Who Should Attend:

The target group for this training seminar is payroll clerks, accounting personnel, managers, Human Resource officers/ assistants, owners and other persons with responsibility for payroll.

Objectives:

At the end of this training seminar, participants will be able to:

- A. Demonstrate an understanding of the relevant laws governing income tax and statutory deductions
- B. Prepare the payroll of their companies in accordance with relevant laws
- C. Complete and analyse the various forms related to statutory deductions
- D. Outline the major provisions in the legislation that governs compensation in Jamaica
- E. Identify and describe the legally required benefits in Jamaica
- F. Outline the range of benefits that can be used in compensating workers
- G. Explain and manipulate the main features of each of the benefits towards creating workable, innovative compensation packages

Content:

1. Overview of payroll systems and statutory deductions
 - a. Statutory requirements
 - b. Accounting Principles
2. Update on tax laws & other statutory requirements
3. Tax Penalty Implications
4. Preparing payrolls
5. Employee Benefits
 - i. The Importance of Benefits
 - ii. The Role of Benefits in Attraction, Retention and Motivation
 - iii. Legally Required Benefits (in Jamaica)
 1. Sick Leave
 2. Holiday With Pay
 3. Redundancy Payments
 4. Maternity Leave
 5. Workman's Compensation

- iv. Pay for Time Not Worked
 - 1. Vacations and Holidays
 - 2. Sick Leave
- v. Life Insurance Benefits
- vi. Disability Insurance
- vii. Retirement Benefits
- viii. National Insurance Scheme (NIS)
- ix. Pension Plans
 - 1. Defined Benefits Plans
 - 2. Defined Contributions Plans
 - 3. Portability of Pensions
 - 4. Early Retirement
- x. Medical and Health Care Benefits
 - 1. Health Insurance
 - 2. Wellness Programmes
 - 3. Employee Assistance Programmes
- xi. Other Benefits
 - 1. Child Care
 - 2. Payment for time not Worked
 - 3. Educational Benefits
 - 4. Other innovative benefits
- xii. Managing Benefits
 - 1. Surveys/Benchmarking
 - 2. Cost Control
 - 3. Providing Benefit flexibility
 - 4. Communicating Benefits Information
- xiii. Benefits for Contingent (Temporary, Casual, Contract) Workers