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