Businessmaker® ACADEMY

TRAINING INVITATION

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Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

MANDATORY PAYROLL AND BENEFITS ADMINISTRATION
Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____
(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:
- Pls visit https://businessmaker-academy.com/training-schedule/

WEBINAR:
- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:
- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:
☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
☐ Paypal: pls contact us
☐ Dragonpay: pls contact us
☐ Gcash: pls use QR code below



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES
Suites 1606B & 1607A West, Tektite Towers, Exchange Road, San Antonio Ortigas Center, Pasig City, Philippines
Tel: +632 86874645, +632 86873416 ▪ Cel (0917) 6372471, (0912) 2231826 ▪ info@businessmaker-academy.com
www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



MANDATORY PAYROLL AND BENEFITS ADMINISTRATION

"Mastery Course on Statutory Monetary Benefits for Employees"

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

Get updated and master the proper administration for employees' payroll and benefits. This two-day workshop teaches you the technical computations and procedural steps that you should follow to properly prepare payroll and process benefits. It provides effective policy guidelines, sample templates and forms that every HR practitioner should have. It provides an opportunity to explore common payroll and benefits administration issues.

WHO SHOULD ATTEND:

HR Managers, HR Officers, HR Practitioners, HR Consultants, Office Administrators, OD Officers, Department Managers, Business Owners or any person engaged in the organizational and change management.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to familiarize themselves with the government-mandated benefits in the Philippine setting, effectively compute payroll and benefits, and confidently answer and manage employee inquiries regarding payroll concerns.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Identify & solve issues in payroll & benefits administration
- Process their company payroll & benefits efficiently
- Demonstrate compliance with government mandated payroll & benefits
- Compute for different types of payroll & benefits situations efficiently as mandated by the Philippine government
- Explain the withholding tax system in the Philippine setting
- Analyze the components of computation for withholding tax on compensation
- Facilitate and resolve employee inquiries regarding their payroll concerns with confidence

COURSE TOPIC HIGHLIGHTS:

1. Payroll Concerns
2. Key Factors in Payroll & Benefits Admin.
3. Company Policies & Payroll Processing
4. Roles & Functions of a Payroll & Benefits Administrator
5. Simple Ways to Enhance Payroll System
6. Minimum Wage, Wage Order, and Compliance Guide
7. Principles in Determining Work Hours
8. Monthly-Paid & Daily-Paid Employees
9. Wage Adjustments
10. Kasambahay, BMBEs, Other Employment
11. Annual Establishment Report on Wages
12. Holiday Pay, Premium Pay, Overtime Pay, Night Shift Differential, Service Charge & Tips, Government Mandated Leave Benefits, 13th Month Pay, Separation Pay, Retirement Pay
13. Payroll & Withholding Tax Computation
14. Withholding Tax System in the Philippines
15. Determination of Employee-Employer Rel.
16. Different Types of Employment
17. Taxable Income & Exemptions
18. TRAIN Law & Its Effect on Employees
19. Other Government Mandated Benefits
20. Employees Compensation Program
21. SSS, PhilHealth, Pag-IBIG Fund

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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