

# WEBINAR: How to Compute Salaries, Wages, and Benefits



## Overview

Computing salaries and wages has now become more complicated than ever. It is essential for those tasked with this function to know the correct way so as to avoid labor problems and future liabilities.

## Objective

- To know the proper way of computing salaries, wages, and benefits.

## Who Should Participate

- Those in charge of computing the payroll
- Business owners
- Those new to HR

## Key Topics

### I. Government

#### Mandated Benefits

#### a. Institutional

##### 1. Social Security System (SSS)

- Membership
- Contribution Schedule
- Benefits (Loan, Sick, Disability, Pension)
- Remittance (Contribution & Loans)

##### 2. Philippine Health Insurance Corporation Philhealth

- Membership
- Contribution Schedule
- Hospitalization Claims / Benefits
- Remittance (Contribution)

##### 3. Home Development Mutual Fund (Pag-ibig)

- Membership
- Contribution Schedule
- Benefits (Housing Loan and Multi-Purpose Loan)
- Remittance (Contribution & Loans)

#### b. Personal/Individual

##### 1. 13th Month Pay

##### 2. Paternity and Maternity Leave

##### 3. Overtime and Premium Pay

##### 4. Service Incentive Leave

##### 5. Withholding tax

#### II. Company-Initiated Benefits

##### a. Leaves (e.g., Vacation, Sick, Emergency)

##### b. Performance-Based Increase

##### c. Bonuses (Quarterly, Mid-year)

##### d. Offsetting and Undertime

##### e. Allowances (e.g, Meal, Transportation, etc.)

##### f. Loans (e.g. Financial, Car or Housing Loan)

#### III. Withholding Tax

#### IV. Application of Wage Distortion

#### V. Sample Policies

#### VI. Workshop

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## Duration

- 6 hours

## Webinar Fee

- Php 3,500.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

## Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

## Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266| (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com). You will receive a confirmation within 48 hours.

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