



Workshop on

Compensation, Benefits & Pay Structures

(In view of Employment Laws)

July 18, 2023

10:00 AM to 05:00 PM
Park Lane Hotel,
Lahore

July 20, 2023

10:00 AM to 05:00 PM
Movenpick Hotel,
Karachi

INTRODUCTION:

This workshop aims to impart practical knowledge among the course participants that how to effectively manage salary, wage, compensation, and benefits structures within organizations, ensuring compliance with employment laws. Participants will learn best practices and statutory obligations, enabling them to run smooth pay management functions according to employment laws while avoiding costly litigations.

ABOUT SOFTAX:

Softax (Private) Limited has been established in 1997 with an objective to part with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of "learning for solutions". Today Softax is proud to have trained over 32,000 Corporate Executives and arranged more than 900 workshops and short courses.

COURSE FACILITATOR

Mr. Asif Amin (Lawyer | Legal Consultant | Corporate Trainer)

He is a Practicing Advocate High Court and being a Legal Consultant specific dealing in Human Resources Management, Industrial Relations Laws, Employment Laws, Banking Laws, Civil & Commercial Laws.

Being a Management Consultant and having Legal exposure, he has conducted numerous training workshops on Corporate Management & Legal topics (includes the complete range of Industrial Relations Laws, Employment Laws, HRM & Banking Laws etc with practical approaches. He imparted training to senior professionals of numerous leading multi-national and well known organizations in Pakistan.



He has provided training to over 10000 professionals from more than 1000 plus leading MNCs and Well Known Corporate Organizations in Pakistan.

Mr. Asif Amin (Advocate) has previous over 16 years of service experience in multi-national and well reputed national organizations. Some of his renowned serving organizations' sectors include Pharmaceutical, Banking, Telecommunication, FMCGs, Health Care etc.

He has also been invited to numerous Live Business & Legal Talk Shows on various TV News Channels. His written research legal articles have been published in various leading research law magazines.

He is a Practicing Advocate of High Court and being a Legal Consultant specific dealing in Human Resources Management, Industrial Relations Laws, Employment Laws, Banking Laws & Commercial Laws.

He has also participated and was interviewed in various Live Business Talk Shows in TV Channels. His written research legal articles has been published in various leading research law magazines.

WHO SHOULD ATTEND?

- Human Resources Professionals
- Finance Professionals
- Administration & Legal Professionals
- Industrial Relations Professionals
- Factory Managers
- Supply Chain Manager
- Head of Departments
- In-house Legal Counsels

For more details & registration, contact:

Lahore:
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REGISTRATION DETAILS?

Please send following information of participant(s) through e-mail:

- | | |
|-----------------|----------------|
| 1. Name | 2. Designation |
| 3. Organization | 4. Phone # |
| 5. Cell # | 6. E-mail |

Workshop Investment:

Rs. 19,995/-

(Inclusive of Taxes, Course Material, Relevant Case Studies, Lunch, Tea and Certificate of Participation)



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CONTENTS:

Pay Structures & Grading Concepts

- Pay Scale
- Grading
- Efficiency Bars
- Move- over
- Organisations' practices

Wages & Salary

- What are Wages
- What is Salary
- Types of Wages
- Break-ups
- Organisations'practices
- Deductions
- Penalties
- Factors behind determination of Wages
- Wages & Collective Bargaining
- Financial Impacts on organizations

Benefits & Compensations

- What is Benefit.
- What is Compensation.
- Applicability to whom.
- Law and statutory benefits.
- Law and Compensation.
- Compensation rates.
- Provincial Laws.
- Organisations'practices.
- Benefits on termination.
- What benefits can withhold on termination.
- Benefits on resignation & retirement.
- Benefits transferable or not.

Working Hours & Overtime

- Law & Working Hours.
- Working Hours Limit.
- Provincial Laws on Working Hours.
- Overtime Formula.
- Overtime Rate.
- Overtime Limit
- Provincial Laws on Overtime

Provident Fund Scheme

- What is PF.
- Applicability to whom.
- Applicability to which organizations.
- Advanced borrowing from PF.
- PF transferable or not.
- PF after termination.
- PF after resignation.
- PF after death.
- PF and nominee.

- Role of nominee.
- PF treatment on salary.
- PF deduction percentage .
- PF interest surrender or not .
- PF management .
- Timeline for PF payment.
- Registration mechanism .
- PF Provincial differences .
- Organizations' practices.

Gratuity Fund Scheme

- What is Gratuity.
- Applicability to whom.
- Applicability to which organizations.
- Employees' categories for Gratuity.
- Employees eligibility for Gratuity.
- Years of services require.
- Advanced borrowing from Gratuity.
- Calculation formula.
- Timeline for Gratuity payment.
- Gratuity transferable or not.
- Gratuity after termination.
- Gratuity after resignation.
- Gratuity after death.
- Registration mechanism.
- Gratuity Provincial differences.
- Organizations' practices.

Maternity & Paternity Benefits

- What is the Maternity Benefits.
- What is the Paternity Benefits.
- Applicability to whom.
- Applicability to which organizations.
- Benefits to women employees.
- Benefits to male employees.
- Number of months or days benefits extension.
- Qualifying period for benefits.
- Procedure for obtaining the benefits.
- Provincial differences.
- Punishment for non-compliance.
- Organizations' practices.

Law & Provision of Leave

- Types of Leave.
- Applicability to whom.
- Eligibility criteria.
- Organisations' practices.
- Provincial Laws on leave.

Bonus Payment

- What is the Bonus Payment.
- Applicability to whom.
- Limit for Bonus Payment.
- Minimum & Maximum Bonus.
- Eligibility for Bonus Payment.
- Bonus Calculation.
- Types of Bonuses.
- Organisation's Practices.
- Employees' categories.

Law & Provision of EOBI

- What is the EOBI.
- Applicability to whom.
- Applicability to which organizations.
- Contribution limit for EOBI.
- Contribution percentage.
- Contribution Calculation Formula
- Contribution historical overview EOBI.
- Employer's contribution rate.
- Employee's contribution rate.
- EOBI benefits
- Eligibility to avail EOBI benefits
- EOBI Audit to organisations
- Court Pronouncements
- Current Position

Law & Provision of Social Security

- What is the Social Security?
- Applicability to whom.
- Applicability to which organizations.
- Contribution limit for Social Security.
- Provincial Social Security contributions.
- Contribution Calculation Formula.
- Contribution Limit.
- Social Security Audit to organizations.
- Social Security benefits.
- Eligibility to avail Social Security benefits.

Judiciary Forums

- For claiming the benefits & compensation.
- For claiming the re-employment.
- For claiming the EOBI benefits.
- For claiming the Social Security Benefits.
- For claiming various claims.
- Whom & where to approach.