



Outline for Managing Outsourced Payroll in Hong Kong

This course provides an overview of the payroll obligations covering the following points:

- Inland Revenue Department set up
- Registering staff
- Salaries Tax overview
- IR56 forms
- Reporting and withholding from leavers
- Annual year-end reporting
- Mandatory Provident Fund
- Master trust schemes vs. industry schemes
- Exemptions
- Contribution rates
- 30-day rule
- Reporting/payment deadlines to MPF
- ORSO schemes
- Employment law
- Employee Compensation Ordinance
- Paid leave
- Sick and parental leave
- Working time
- Paid holidays
- Termination and severance pay

Program is subject to change

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