



Leading the Future of Work



Payroll & Benefits Guide 2022

✦ **Southeast Asia** ✦

Indonesia
Malaysia
Philippines
Singapore
Thailand
Vietnam

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Singapore

Social Security

Applicable to citizens and permanent residents

The Central Provident Fund (CPF) administers all forms of social security in Singapore:

- Lifelong income, healthcare financing, home financing and retirement
- 17% from employers, 20% from employee wages

Consists of 3 main accounts:

- **Ordinary Account** – For housing, insurance, investment and education (23%)
- **Special Account** – For retirement income and retirement-related investments (8%)
- **Medisave** – For hospitalization expenses, approved outpatient medical care and approved medical insurance (6%)


What's New in 2022
 New contribution rates
 from 1 January 2022



Employees' Age (Years)	Contribution Rates from 1 Jan 2016 (For monthly wages > \$750)		
	By Employer (% of wage)	By Employee (% of wage)	Total (% of wage)
55 & below	17	20	37
Above 55 to 60	13	13	26
Above 60 to 65	9	7.5	16.5
Above 65	7.5	5	12.5

NEW! From 1 January 2022

The following table summarises the contribution rates for Singapore Citizens and SPRs (from third year and onwards) from 1 January 2022.

Employees' Age (Years)	Contribution Rates from 1 Jan 2022 (For monthly wages > \$750)		
	By Employer (% of wage)	By Employee (% of wage)	Total (% of wage)
55 & below	17	20	37
Above 55 to 60	14	14	28
Above 60 to 65	10	8.5	18.5
Above 65 to 70	8	6	14
Above 70	7.5	5	12.5



Employment Act

Core Provisions	Entitlements
Salary Payments	At least once a month, within 7 days after the end of the salary period.
Payslips	Itemised payslips to be issued to employees at least once a month. A record of all payslips issued must be kept for another 2 years. This can be done in either soft or hard copy.
Deductions	Deductions are only allowed with consent from employee, which can be withdrawn at any time without penalty. The maximum amount deductible at any one salary period is 50% of the total salary. This does not include absence from work, income tax or recovery loans and payments made with employee consent. Within the 50% for accommodation, amenities and services should not take up more than 25% of the employee's total salary.
Paid Annual Leave	7-14 days annually, depending on the years of service.
Paid Sick Leave	Entitled if you have worked at least 3 months and have informed employer within 48 hours of absence. Ranges from 5-14 days depending on the months of service completed. Paid hospitalization leave ranges from 15-60 days, depending on the month of service completed.
Paid Public Holidays	11 paid public holidays annually.
Employment Record	Employers are required to keep accurate employment records, and to issue key written employment terms and itemised payslips to employees.
Dismissal	Recourse for wrongful dismissals. Wrongful dismissal claims can be filed online.

Other Features	Entitlements
Normal hours of work	Up to 8 hours a day, or 44 hours a week. Anything more is considered overtime.
Payment for overtime	Employees are entitled to overtime pay ONLY IF they are covered under Part IV of the Employment Act (Refer to Singapore Employment Act for more details.)
Rest days	One rest day weekly without pay.
Paid maternity leave	12 weeks of maternity leave if the employee is covered by the Employment Act, and has worked at least 3 months, regardless of nationality. If child is a Singapore citizen, employee is entitled to 16 weeks. (Refer to Singapore Employment Act for more details.)



Paid paternity leave

2 weeks if child is a Singapore citizen, lawfully married to the child's mother between conception and birth and have served employer for a continuous period of at least 3 months before birth of child. (Refer to [Singapore Employment Act](#) for more details.)

Paid annual child care

6 days annually.

leave (until child is 7 years of age, Singaporean citizen and employee has served for continuous period of 3 months)



Malaysia

Social Security

Applicable to citizens and permanent residents

Deductions are made for the Employees' Provident Fund (EPF) and Social Security Organisation (SOCSO). This covers retirement, disabilities, medical payment and survivor's benefits.

Contribution rates by stage

Employee's Status	Monthly Salary Rate	Stage 1 (Below 60 Years old)	Stage 2 (Age 60 and above)
i. Malaysian ii. Permanent Residents (PR) iii. Non-Malaysians (registered as member before 1 August 1998)	No limit		Applicable for (i) only Employee's share: 0% Employer's share: 4%. (Ref Contribution Rate - Section E)
	RM5,000 and below	Employee's share: 9% Employer's share: 13% (Ref Contribution Rate - Section A)	Applicable for (ii) and (iii) only Employee's share: 5.5% Employer's share: 6.5% (Ref Contribution Rate - Section C)
	More than RM5,000	Employee's share: 9% Employer's share: 12% (Ref Contribution Rate - Section A)	Applicable for (ii) and (iii) only Employee's share: 5.5% Employer's share: 6% (Ref Contribution Rate - Section C)
Non-Malaysians (registered as member from 1 August 1998)	No limit	Employee's share: 9%. Employer's share: RM5.00 (Ref Contribution Rate - Section B)	Employee's share: 5.5%. Employer's share: RM5.00 (Ref Contribution Rate - Section D)

Minimum statutory contribution rate for employees to stay at 9 percent for till June 2022 after which it will return to eleven percent.

Employment Act

Core Provisions	Entitlements
Salary Payment	Within 7 days of the end of the salary period.
Paid Annual Leave	Ranges from 8-16 days depending on the number of years served by the employee.
Paid Sick Leave	14 days per year for the first 2 years of service.
Paid Public Holidays	18 paid public holidays.
Vacation	Employees to be granted 12 vacation days on a pro-rated basis for less than 2 years of service.
Hospitalization Leave	Employee is entitled to only 60 days of hospitalization leave in a year (inclusive 14 days of sick leave)



Working conditions and wages

- **Minimum wages:** Nationally, the minimum wage is RM1,100, except for areas under 56 city and municipal councils where the minimum wage is RM1,200.
- **Overtime, rest day and holiday pay rates:** Employees covered by the Employment Act 1955 ("EA 1955") should be paid overtime at 1.5 times their hourly pay rate. Rest days are paid at two times, and public holidays at three times the hourly pay rate. However, the EA 1955 only applies to:
 - employees whose monthly salary does not exceed RM2,000;
 - employees within the private sector;
 - employees working in Peninsular Malaysia or the Federal Territory of Labuan;
 - employees (irrespective of salary) involved in manual labour, operating or driving transport vehicles and domestic servants.

For non-EA 1955 employees, employers can stipulate relevant provisions relating to overtime rates within their employment contracts.

Holidays and leave

Paid public holidays: Employees are entitled to be paid for 11 gazetted public holidays per year. Of these 11 days, five must be:

1. Hari Kebangsaan or National Day;
2. Birthday of Yang di-Pertuan Agong
3. Birthday of the Ruler or Yang di-Pertua Negeri or Federal Territory day (varies per state);
4. Labour Day; and
5. Malaysia Day (16 September)

The remaining six paid public holidays are chosen at the discretion of the employer from the following list and these must be communicated to employees either via written notice or as stated in their employment contracts:

- Birthday of the Prophet Muhammad (s.a.w);
- Chinese New Year (2 days, except 1 day in the states of Terengganu and Kelantan);
- Vesak Day;
- Hari Raya Puasa (2 days);
- Hari Raya Haji (1 day, except 2 days in the states of Terengganu and Kelantan);
- Deepavali;
- Christmas Day; and
- Awal Muharam.



However, the government can declare additional ad hoc, paid public holidays throughout the year. If these days are declared at short notice, employers can nominate a replacement day.

In addition, there are a number of state based holidays observed around the country. However, employers are not required to pay employees for these holidays unless they have selected them to be included in their list of paid public holidays for their employees.

- **Optional leave entitlements:** employees can also apply for the following optional leave types, which are typically unpaid and subject to employer approval:
 - compassionate/bereavement leave;
 - marriage leave; and
 - study leave.
- **Paternity leave:** most employers also offer 1-3 days of paid paternity leave, but this is not a statutory requirement.

Other Features	Entitlements
Normal hours of work	Up to 8 hours a day, or 48 hours a week if employees are required to work more than 6 days per week.
Payment for overtime work	At least 1.5 times the hourly basic pay rate.
Rest Day	1 day per week.
Paid Maternity Leave	60 consecutive days up to 5 children.
Paternity Leave	Male employees are eligible for 2 working days of leave for the birth of their child for up to 5 surviving children.
Paid Annual Childcare Leave (Until child is 7 years old)	Optional.
Unpaid Infant Care Leave (Until infant is 2 years of age)	Optional.
Compassionate Leave	3 consecutive working days for the death of an immediate family member.
Child Marriage Leave	1 day marriage of legal child.

**Note:**

1. Employers are not allowed to calculate the employer's and employees' share based on exact percentage EXCEPT for salaries that exceed RM20,000.00. The total contribution which includes cents shall be rounded to the next ringgit.
2. Effective from January 2021, salary/wage up to December 2021 (February 2021 contribution month up to January 2022).

Contribution Rates

Contributions to the Employment Insurance System (EIS) are set at 0.4% of the employee's assumed monthly salary. 0.2% will be paid by the employer while 0.2% will be deducted from the employee's monthly salary. Contribution rates are set out in the Second Schedule and subject to the rules in Section 18 of the Employment Insurance System Act 2017. Employers in the private sector are required to pay monthly contributions on behalf of each employee. (Government employees, domestic workers and the self-employed are exempt).

EPF Rates will be based on the Third Schedule, EPF Act 1991.

www.kwsp.gov.my/documents/20126/927226/BI-Jadual+Ketiga+.pdf

Contribution Rate table for both Socso and EIS Contributions

www.perkeso.gov.my/en/rate-of-contribution.html

Indonesia

Social Security

Applicable to citizens and expatriates who are staying in Indonesia for more than 6 months.

The BPJS Law includes both healthcare and employment security:

- BPJS Healthcare (BPJS Kesehatan)
- BPJS Employment (BPJS Ketenagakerjaan)

Statutory contribution	Employer's Contribution	Employee's Contribution
Workers (BPJS Ketenagakerjaan or BPJS-TK)		
Work Accident (JKK)	0.24% - 1.74% (Depending on the industry)	None
Death/Life Insurance (JKM)	0.30%	None
Old Age (JHT)	3.70%	2.00%
Pension* (JP)	2.00%	1.00%
Health (BPJS Kesehatan or BPJS-KS)		
Health**	4.00%	1.00%

*Not applicable for expatriate

*Maximum wage capped at IDR 8,745,600

**Maximum wage capped at IDR 12,000,000

Employment Act

Core Provisions	Entitlements
Salary Payment	Penalties may apply for any delayed salary payments to employees. A 13 th salary known as Tunjangan Hari Raya (THR) is a yearly payment received by employees a maximum of 7 days before their longest religious holiday.
Paid Annual Leave	12 days paid annual leave if the employee has worked 12 months. Annual leave for employees cannot be less than 12 days a year. Company may provide more than 12 days at its discretion.
Paid Sick Leave	Entitled if medical confirmation of ill-health is shown. Long-term sick leave lasting a year can also be applied for. Payment for employees on prolonged sick leave is as follows: <ul style="list-style-type: none"> • 100% for the first 4 months. • 75% for the second 4 months. • 50% for the third 4 months. • 25% of wages until termination.
Paid Public Holidays	16 paid public holidays.



Other Features	Entitlements
Normal hours of work	The working hours are arranged as follows: <ul style="list-style-type: none">· Employees with 6-day work weeks work 7 hours a day and 40 hours a week.· Employees with 5-day work weeks work 8 hours a day and 40 hours a week.
Payment for overtime hours	Employees are not permitted to work more than 4 extra hours a day, or 18 hours a week. During weekdays 150% of their hourly wage is received for the first hour. Every subsequent hour receives 200% of the hourly wage.
Rest days	1 day per week.
Paid maternity leave	3 months of paid maternity leave, 1.5 months to be taken prenatal while the remainder taken after childbirth.
Paternity leave	2 days paid leave for birth of child or miscarriage.
Bereavement leave	2 days paid leave is given for the death of a worker's spouse, child, child-in-law, parent or parent-in-law



Philippines

Social Security & Philippine Health Insurance

Applicable to citizens and expatriates who are working in the Philippines.

Home Development Mutual Fund: Applicable to citizens who are working in the Philippines

Under the Social Security System (SSS), Philippine Health Insurance Corporation, and Home Development Mutual Fund covers:

- Sickness
- Retirement
- Housing Loans
- Maternity
- Deaths and Funeral
- Disability
- Health Insurance Benefit
- Salary & Multi-purpose loans

Year	SHARE			MONTHLY SALARY CREDIT	
	Contribution Rate	Employer	Employee	Minimum	Maximum
2019	12%	8%	4%	P2,000	P20,000
2020	12%	8%	4%	P2,000	P20,000
2021	13%	8.5%	4.5%	P3,000	P25,000

Year	Monthly Basic Salary	Premium Rate	Monthly Premium
2019	P10,000	2.75%	P275.00
	P10,001 to P49,000.01		P275.00 to P1,375.00
	P50,000		P1,375.00
2020	P10,000	3.00%	P300.00
	P10,001 to P59,999.99		P300.00 to P1,800.00
	P60,000		P1,800.00
2021	P10,000	3.50%	P350.00
	P10,001 to P69,999.99		SUSPENSION*
	P70,000		P2,450.00
2022	P10,000	4.00%	P400.00
	P10,001 to P79,999.99		P400.00 to P3,200.00
	P80,000		P3,200.00
2023	P10,000	4.50%	P450.00
	P10,001 to P89,999.99		P450.00 to P4,050.00
	P90,000		P4,050.00
2024-2025	P10,000	5.00%	P500.00
	P10,001 to P99,999.99		P500.00 to P5,000.00
	P100,000		P5,000.00

Note: Above data taken from PhilHealth Circular No. 2019-009

*As per PhilHealth Circular, we have a suspension for the 2021 premium rate hike. This will be updated upon announcement next year by the government.



Employment Act

Entitlements	Core Provisions
Salary Payment	Payment can be made daily, bi-weekly, semi-monthly and monthly.
Service Incentive Leave	5 days.
Paid Sick Leave	At employer discretion.
Paid Public Holidays	12 paid national regular holidays, 6 national special non-working holidays and 3 special working holidays.

Other Features	Entitlements
Normal hours of work	40 or 48 hours a week.
Payment for Overtime Work	Additional 25% of their hourly rate on regular working days.
Night Shift differential	Plus 10% of the hourly rate for work done from 10pm-6pm.
Rest Day	There is a rest day of not less than 24-hour consecutively or 1 day for every 6 days of work which should be scheduled by the employer upon consultation with employees.
Paid Maternity Leave	105 days for normal and caesarian delivery and 60 days for miscarriage.
Paternity Leave	All married male employees are eligible for 7 working days for up to 4 childbirths. This includes miscarriage of legitimate spouse to be availed within 60 days of delivery/miscarriage.
Bereavement Leave	At employer's discretion.
Parental Leave	7 days for solo parent.



Thailand

Social Security

Applicable for working Thai Citizens over 15 years of age, and under 60 years of age.

This covers:

- Sickness
- Maternity
- Disability
- Death
- Child Allowance
- Retirement
- Unemployment

Conditions	Government	Employer	Employee
Sickness			
Maternity	Every party will make a contribution equal to 1.5% of monthly salary.		
Disability			
Death			
Child Allowance	1% of monthly salary	3% of monthly salary	3% of monthly salary
Retirement			
Unemployment	0.25% of monthly salary	0.5% of monthly salary	0.5% of monthly salary

Note: Base salary used to calculate contribution ranges from 1,650 to 15,000 baht per month.

Employment Act

Other Features	Entitlements
Normal hours of work	Not more than 48 hours a week.
Rest Days	Employees are entitled to at least 1 rest day a week. These rest days should be no more than 6 days apart.
Maternity Leave	A woman employee who is pregnant shall be entitled to maternity leave of not more than 98 days each pregnancy.
Paternity Leave	There are no statutory requirements for paternity leave.



Annual Bonus	A 13 th month or annual bonus is not compulsory but is a market norm in Thailand. A commission plan can be used to replace this for sales employees.
Military Leave	The wages for military leave are the same as normal work, and cannot exceed 60 days a year.
Sterilization Leave	Available for men and women undergoing the sterilization procedure. It is a paid leave, and the period is to be stated in the employee's medical certificate.
Monkhood Leave	Only men who are Buddhist are eligible for this type of leave. The leave period should not exceed 120 days.
Hujj Leave	Only employees who are Islamic are eligible for this type of leave. The leave period should not exceed 120 days.
Compassionate, Marriage or Hospitalization Leave	This leave is based on company policy.



Vietnam

Social Security

Applicable for working Vietnam Citizens

Public and private-sector employees with at least a one-month contract, including household workers; employees in agriculture, fishing and salt production, civil servants, employees of cooperatives and unions, police and military personnel; part-time workers in communes, wards and townships, and certain foreign citizens legally working in Vietnam. Voluntary coverage of self-employed persons and citizens of Vietnam without mandatory coverage.

Currently, unemployment insurance is set to the following:

- ER - 1%
- EE - 1%

SOCIAL INSURANCE CONTRIBUTION (EFFECTIVE DECEMBER 1, 2018)

Employer	Foreign Worker
3.5%	0%
FROM JANUARY 1, 2022	
Employer	Foreign Worker
17.5%	8%

MINIMUM BASIC WEATHER

Social Insurance	Health Insurance	Labour Accident & Occupational Disease Insurance
<ul style="list-style-type: none"> • Capped Salary base subject to contribution: US\$1,295 • Employer Contribution: 17% • Employee Contribution: 8% 	<ul style="list-style-type: none"> • Capped Salary base subject to contribution: US\$1,295 • Employer Contribution: 3% • Employee Contribution: 1.5% 	<ul style="list-style-type: none"> • Capped Salary base subject to contribution: US\$1,295 • Employer Contribution: 0.5%



Employment Act

Core Provisions	Entitlements
Salary Payment	Local staff traditionally receive their wages on a monthly basis in Vietnamese Dong (VND).
Paid Annual Leave	12 days paid annual leave.
Paid Public Holidays	11 days.
Paid Sick Leave	Min 30 days and Max: 40 days paid sick leave.
Overtime Pay	Overtime is an agreed and contracted amount. Overtime rates vary depending on the situation, ranging from 150% in common situations to 300% for hours worked on a public holiday.
Minimum Wage	192 USD = 4,420,000 VND

Other Features	Entitlements
Normal hours of work	Not more than 48 hours per week.
Maternity Leave	6 months NOT at least 4 to 6 months. The time the female employee is entitled to take leave before and after birth is 6 months. From the 2nd child onwards, every child, the mother is entitled to 1 month leave additionally. An employee receives the full salary during 6 months of maternity leave and this fund is paid by social insurance fund. NOT plus 1 salary through the social insurance fund.
Paternity Leave	Male employees who are paying social insurance and whose wife gives birth are entitled to maternity leave and must pay social insurance contributions for full 6 months or more during the 12 months before their wives give birth.



PERIOD	THE EMPLOYER			THE EMPLOYEE		
	Social Insurance	Medical Insurance	Unemployment Insurance	Social Insurance	Medical Insurance	Unemployment Insurance
Contribution up to Sep 2021	17%	3%	1%	8%	1.5%	1%
Total (31.5%)	21%			10.5%		
Contribution from Oct 2021 to Sep 2022	17%	3%	0%	8%	1.5%	1%
Total (30.5%)	20%			10.5%		

For Locals

PERIOD	THE EMPLOYER		THE EMPLOYEE		
	Social Insurance	Medical Insurance	Social Insurance	Medical Insurance	Unemployment Insurance
Contribution from Jul 2021 to Jun 2022	3%	3%		1.5%	
Total (7.5%)	6%		1.5%		

For Expat



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