# Compensation and Benefits Administration and Management

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Kuala Lumpur (Malaysia)

UK Traininig
PARTNER



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Compensation and benefits administration is the day-to-day running of salaries, allowances and staff benefits: evaluating roles, setting grades, benchmarking salaries, administering schemes and keeping payroll data accurate. This one-week course on compensation and benefits administration and management is for HR officers who operate these processes, and it ends with each delegate building a grade structure and benefits administration file. Blackbird Training Centre runs this course in compensation and benefits administration.

## Introduction

The course draws on three references. Point-factor evaluation scores each role against defined factors, such as know-how and accountability, to rank positions fairly. The WorldatWork Total Rewards Model groups what an employer offers into remuneration, benefits, well-being, development and recognition. Compa-ratio, a salary divided by its grade midpoint, shows where each salary sits within its range. The level is practitioner: delegates run or support salary and benefits processes and come to do them consistently and accurately. Teaching uses spreadsheet exercises and case studies from government agencies and hospital groups.

## Course Objectives

- Distinguish a remuneration philosophy from a remuneration policy and apply both when answering salary queries.
- Compare ranking with point-factor evaluation and select the method suited to the size of the workforce.
- Apply salary survey data to benchmark roles and set midpoints for a grade structure.
- Compare broadbanding with narrow grades and interpret what each means for increments and progression.
- Interpret compa-ratios to identify salaries that sit too high or too low within their grade.
- Apply payroll controls that keep salary changes, allowances and benefits records accurate and traceable.

## Target Audience

- HR officers who handle salary and benefits queries, deciding which rule applies to each case.
- Remuneration and benefits analysts, judging how survey data should set salary ranges.
- HR generalists in smaller organisations, choosing how to grade new and changed positions.
- Payroll and HR systems staff, deciding which salary changes need approval before processing.
- Benefits administrators handling medical, leave and retirement schemes, judging staff eligibility for each.



## Course Outline

### Day 1: Remuneration Basics and Policy

- Remuneration Philosophy vs Remuneration Policy: Guiding Principles Compared With Operating Rules
- WorldatWork Total Rewards Model: Remuneration, Benefits, Well-Being, Development and Recognition
- Remuneration in Talent Management: Attraction, Retention and Workforce Planning Links
- Legal and Regulatory Landscape: Minimum Wage, Equal Pay and Record-Keeping Duties
- Remuneration Administration Calendar: Annual Reviews, Increment Cycles and Approval Steps

### Day 2: Role Analysis and Evaluation

- Ranking vs Point-Factor Evaluation: Whole-Role Comparison Compared With Scored Factors
- Role Analysis Tools: Questionnaires, Interviews and Observation for Gathering Duties
- Role Descriptions: Writing Purpose, Accountabilities and Person Requirements Accurately
- Role Families and Career Paths: Grouping Positions and Defining Progression Steps
- Evaluation Panels: Consistency Checks, Appeals and Maintaining Evaluation Records

### Day 3: Salary Structures and Benchmarking

- Salary Survey Benchmarking: Matching Roles, Choosing Percentiles and Ageing Survey Data
- Broadbanding vs Narrow Grades: Wide Salary Bands Compared With Many Tight Grades
- Grade Structure Build: Midpoints, Range Spread and Overlap Between Grades
- Compa-Ratio and Range Penetration: Locating Each Salary Within Its Grade
- Merit Increases and Incentive Schemes: Linking Increments and Bonuses to Appraisal Ratings

### Day 4: Benefits Administration

- Core vs Supplementary Benefits: Statutory Entitlements Compared With Voluntary Additions
- Benefits Package Planning: Costing Allowances, Leave and Insurance Within Budget
- Health and Welfare Schemes: Medical Cover, Eligibility Rules and Claims Administration
- Retirement and Savings Plans: Defined Benefit and Defined Contribution Scheme Administration
- Work-Life Balance Provisions: Flexible Working, Leave Policies and Family Support

### Day 5: Running the Remuneration Cycle

- Preventive vs Detective Payroll Controls: Change Approvals Compared With Reconciliations
- Integrated Remuneration Statement: Combining Salary, Allowances and Benefits in One Overview
- Communicating Remuneration: Salary Letters, Benefits Guides and Answering Staff Queries
- Measuring Scheme Effectiveness: Turnover, Cost Ratios and Staff Survey Feedback
- Grade Structure and Benefits File: Finalising Salary Ranges and Administration Checklist



## Skills You Will Gain

- Role description writing
- Point-factor scoring
- Salary survey matching
- Grade midpoint calculation
- Compa-ratio analysis
- Benefits eligibility administration
- Payroll change control

## Why Attend This Course

- From grading new positions by comparison with similar titles to scoring them with a consistent evaluation method.
- From quoting survey figures without context to matching roles properly and choosing the right percentile.
- From handling benefits claims case by case to applying written eligibility rules for medical, leave and retirement schemes.
- From scattered spreadsheets to a grade structure and benefits administration file ready for HR and finance review.

## Conclusion

In plain terms, compensation and benefits administration turns an employer's salary and benefits rules into accurate, consistent decisions for each member of staff. The course separates philosophy from policy, ranking from point-factor evaluation, and broadbanding from narrow grades. It suits HR officers, analysts and benefits administrators who run these processes every week, rather than senior HR leaders shaping a reward strategy for the whole organisation.

## Course FAQs

### What is compensation and benefits administration?

Compensation and benefits administration is the operational side of HR remuneration work: evaluating roles, maintaining salary grades, benchmarking against surveys, processing increments, administering medical, leave and retirement schemes, and keeping payroll records accurate.

### What is the difference between broadbanding and narrow grades in compensation and benefits?

Broadbanding groups many roles into a few wide salary bands, giving managers room to move salaries without regrading. Narrow grades use more, tighter ranges, which give clearer progression steps but need regrading more often as roles change.



## Which methods does compensation and benefits administration training follow?

The course uses point-factor evaluation for grading roles, the WorldatWork Total Rewards Model for grouping what staff receive, and compa-ratio and range penetration for checking where salaries sit within grades.

## Is compensation and benefits administration training right for an HR officer?

Yes. An HR officer who answers salary queries, prepares increments or handles benefits claims uses these methods directly. A senior HR leader setting reward strategy for the whole organisation may find an advanced total rewards course a closer fit.

## What do delegates produce in compensation and benefits administration training?

Each delegate builds a grade structure with salary ranges and midpoints for a sample set of roles, together with a benefits administration checklist covering eligibility rules, approval steps and payroll controls.

