



2020 HR Checklist

Quick tips to stay ahead in the new decade.



A leading one-stop, global Human Resource service provider, BIPO has been helping companies scale-up their HR operations since 2004.

Simplify complicated HR processes with our award-winning cloud and mobile-based Human Resource Management System (HRMS) platform and comprehensive suite of solutions.

Winners



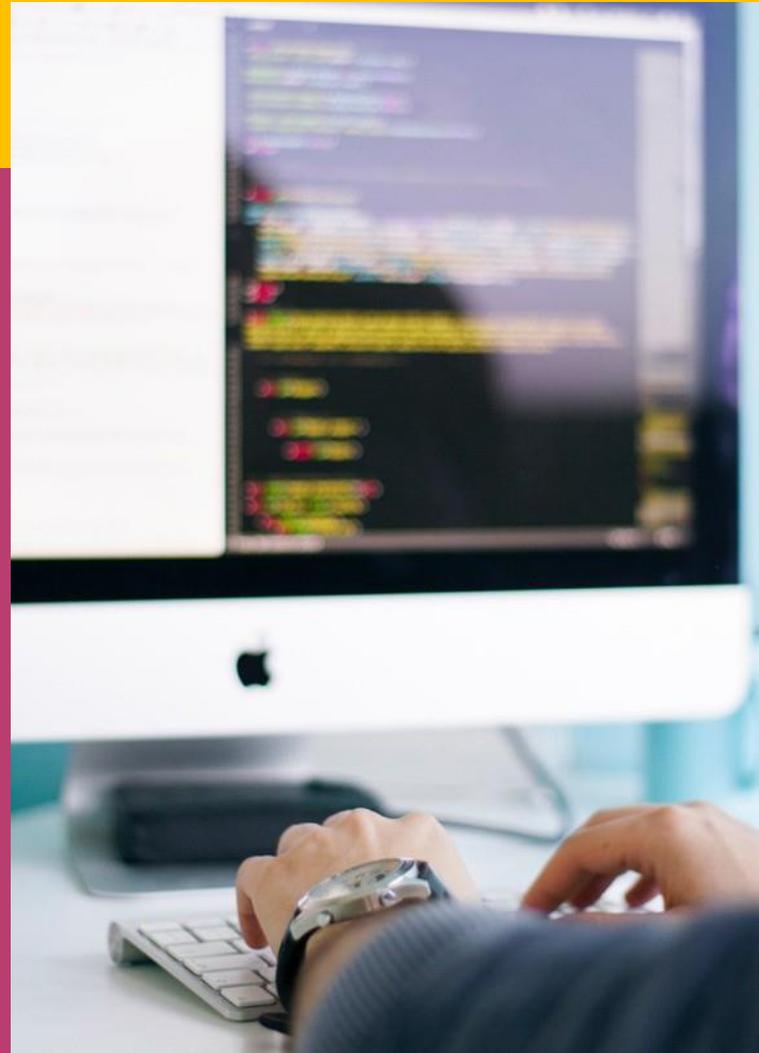
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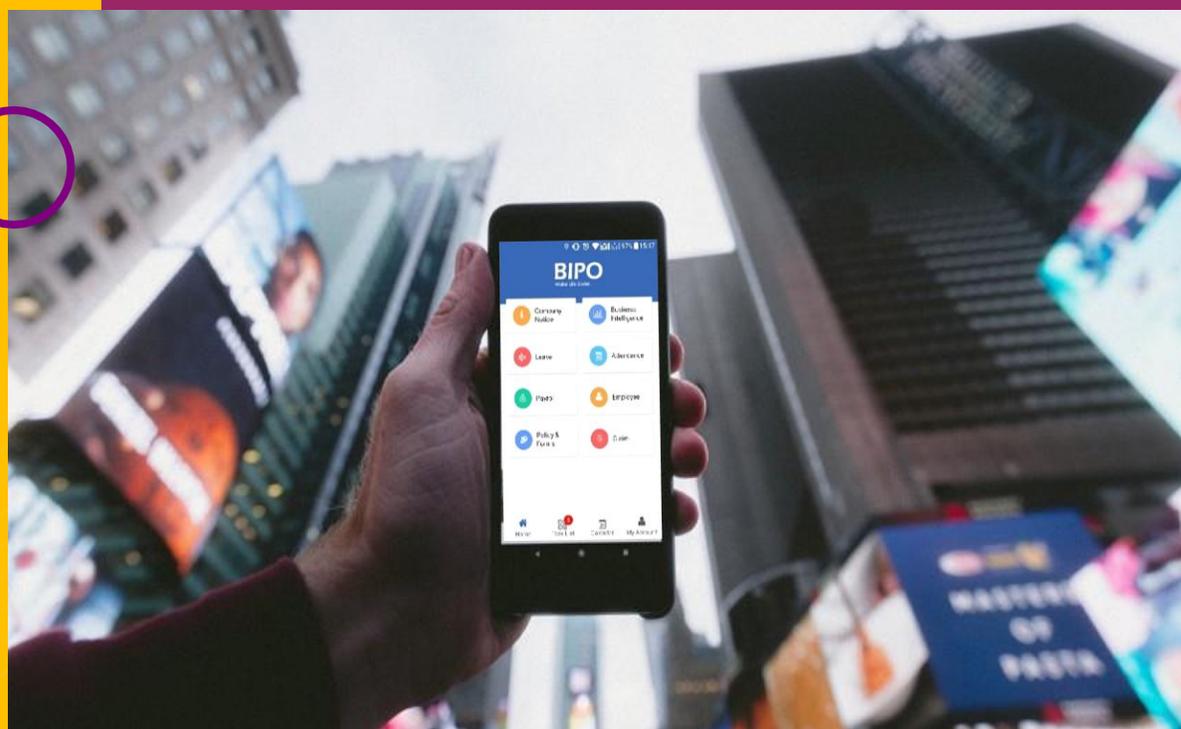


Introduction

As we start the new year (and decade) on a fresh note, let's also take a step back to re-group and plan ahead, prioritizing what's important.

A quick review of tasks and projects also means that we stay focused, avoiding any “last-minute” stresses that may place a strain on our time and resources.

To usher 2020 with confidence, we have compiled a simple checklist of HR tasks to help you stay organized.



HR Checklist

.... because we all need a little help along the way to keep us on track and **#MakeLifeEasier**





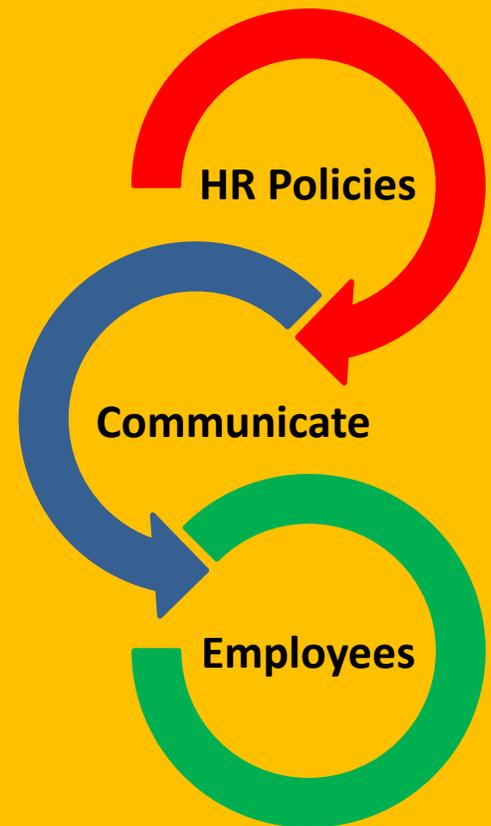
CHAPTER 1

HR Policies

HR Policies

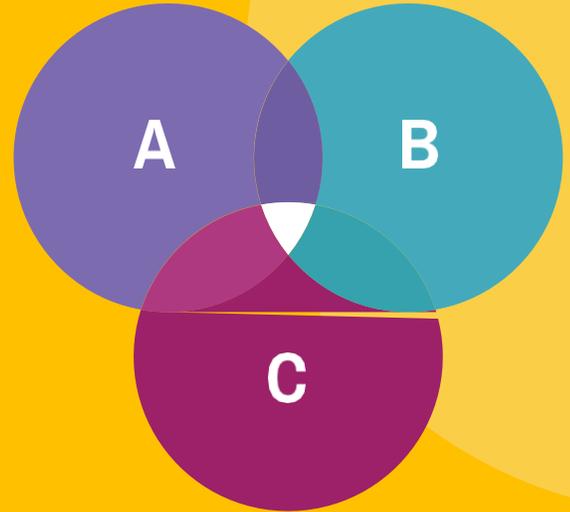
To stay relevant in today's business context, are your company's HR policies :

- Reviewed, updated regularly
- Clearly communicated, especially to new hires
- Inclusive and promote fair employment practices
- Aligned with the respective countries' labour laws and regulations



CHAPTER 2

Performance Reviews



Performance Reviews

While there is no pre-set formula when selecting a performance management platform, some pointers to consider :

- Are employees' goals aligned with the company's overall objectives
- Are the **defined goals measurable** and achievable within the determined **time-frame**
- Open **communication** that provide clear information and facilitates feedback
- Are **development plans** in place to address employees' specific needs

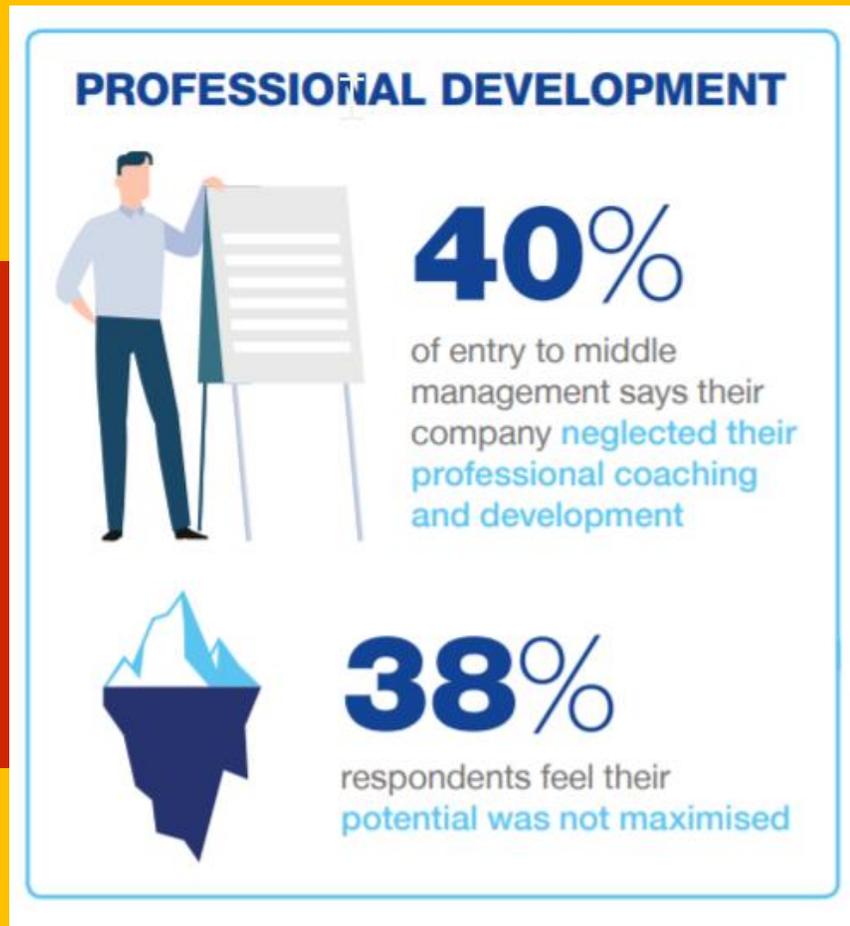


Has your company...

Conducted review sessions to understand employees' performance and support their development plans

Performance Reviews

A recent survey of the Singapore workforce revealed :



Source:
[Michael Page](#)
[Singapore Salary Benchmark 2020](#)



Does your HRMS platform include a Performance Management module that auto-prompts tasks and timelines, helping you better manage the process?



CHAPTER 3

Compensation & Benefits 4.0

Uncover the Benefits

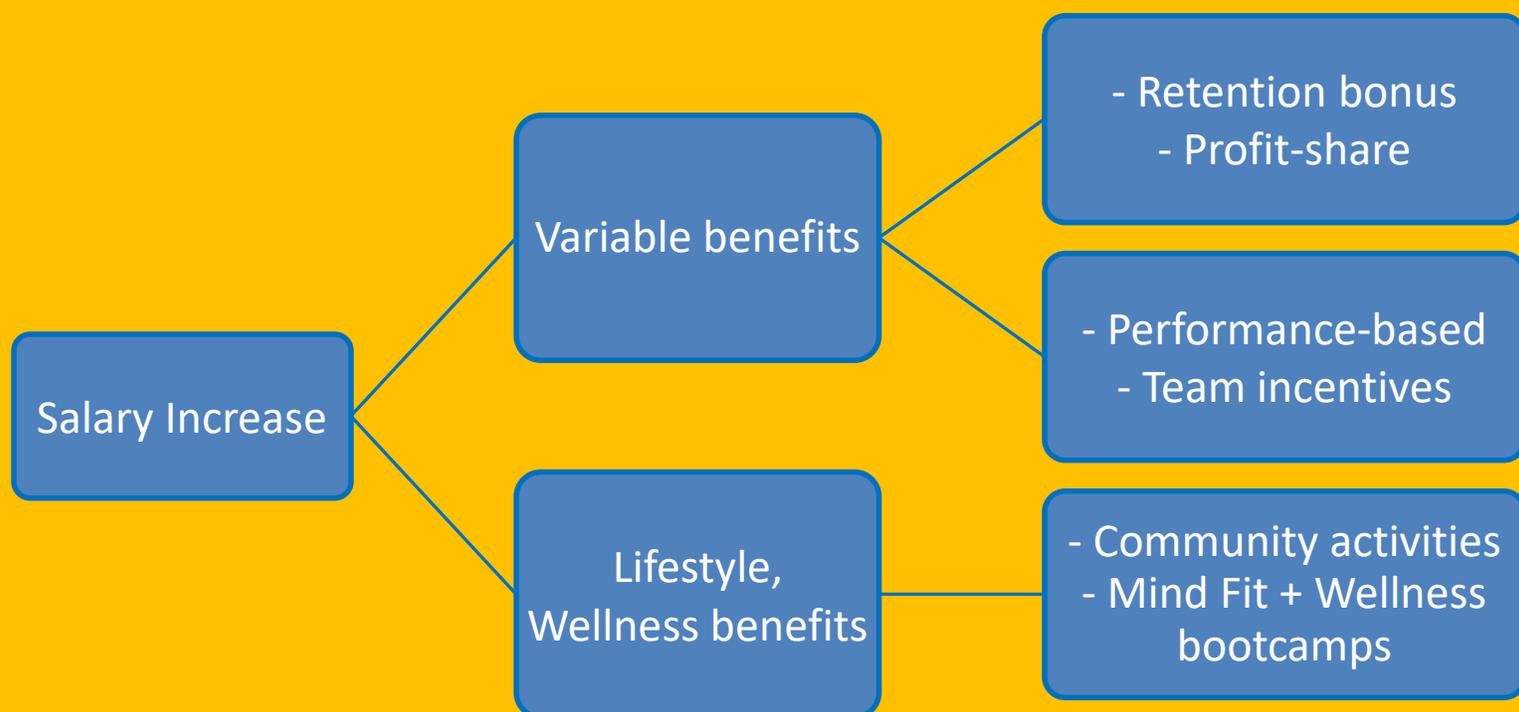
A recent survey by Mercer showed that one in three companies in Singapore now pay retention bonuses (up from one in four in 2017)

Source: [The Business Times](#)

Companies like Shell, Hermes, Dulux, Chubb offer mindfulness and well-being activities (from pop-up wellness festivals and health programs) for their staff.

Source: [Today Online](#)

Any of these components included in your Total Rewards model?



Uncover the Benefits

At BIPO, we believe in creating an inclusive work environment for our teams.

Which is why our office in Shanghai includes a recreation area, treadmills and space for a game of table tennis. Because taking care of our teams starts with their wellbeing at work.



BIPO Shanghai Office



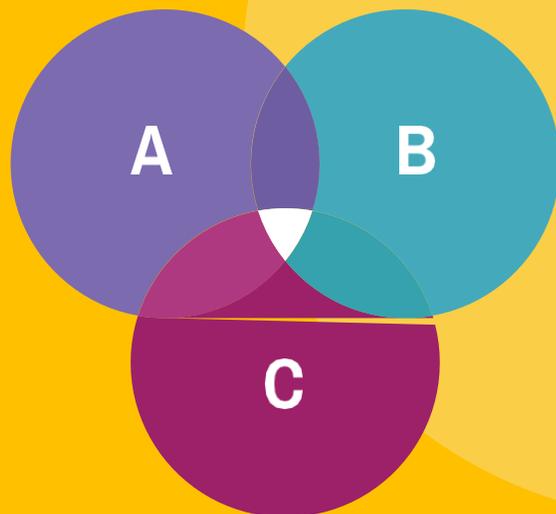
Did you know...

The Singapore Health Promotion Board has various programs such as the **Workplace Alliance for Health Scheme** that support companies in promoting workplace health.

Source: [Health Promotion Board](#)

CHAPTER 4

Salary Increment



Salary Increment 2020



At 3.2%, projected real-salary increase for Asia Pacific is higher than the global average of 1.4%

Country	2020 Global Ranking	Forecasted Real Salary Increase for 2020	2019 Real Salary Increase
India	1	5.4%	5.6%
Vietnam	2	5.1%	4.0%
Indonesia	3	4.6%	3.8%
Cambodia	4	4.2%	3.8%
Thailand	= 5	4.1%	3.9%
Ukraine	= 5	4.1%	1.7%
Philippines	7	3.7%	2.9%
China	= 8	3.6%	3.7%
South Korea	= 8	3.6%	4.0%
Bangladesh	10	3.4%	2.5%

Singapore

3% (after inflation) projected average salary increase

Sources :

[Today Online](#) | [Business Insider Singapore](#) | [ECA International](#)

Salary Increment 2020

“ SEA... **in 2019**... demand for ‘glocal’ talents (professionals with a strong understanding of global business practices and local cultural mindsets) will continue as more businesses globalize.

“ Digital transformations are continuing across China, Hong Kong, Australia, New Zealand. **In 2020**, expect to see employers vying for talents with expertise in AI, Big Data, UX Development and Cybersecurity .

Source:
[Robert Walters Salary Survey 2020 Greater China & SEA](#)



CHAPTER 5

Employee Tax Submissions

Employee Tax Submissions

Australia



- YOA: 1 Jul to 30 Jun
- Personal Income Tax filing: 31 Oct

PAYG (Pay-As-You-Go) Withholding

Employers required to deduct employees' gross salary and remit payment to ATO* monthly or quarterly, depending on size of company. Large withholding entities are required to pay within 7 days.

*ATO (Australian Tax Authority)

Hong Kong, SAR



- YOA: 1 Apr – 31 Mar
- Personal Income Tax filing: 15 Apr

Employers are required to report remuneration paid to employees by submitting the annual Employer's Return (BIR56A and IR56B) **within one month** after the tax year end to the IRD*.

*IRD (Inland Revenue Department)

Indonesia



- YOA: 1 Jan – 31 Dec
- Personal Income Tax filing: 31 Mar

Monthly payroll tax obligation

- Every 10th (Remittance by company)
- Every 20th (Filing by company)
- No annual payroll tax reporting

Companies required to withhold tax payable, remit to State Treasury and report to the tax office (Tax Form Return 1721).

Malaysia



- YOA: 1 Jan – 31 Dec
- Personal Income Tax filing: 30 Apr

Employers are required to deduct the **Monthly Tax Deductions (MTD)** from employee's remuneration monthly. The deadline for payment of the MTD to IRBM* is the 15th of the following calendar month.

*Inland Revenue Board of Malaysia

Sources :

[Doing Business in Asia Pacific | The Payroll Operate & Immigration Supplement 2019, Ernst & Young International Tax Guides & Highlights 2019, Deloitte](#)

Employee Tax Submissions

Philippines



- YOA: 1 Jan – 31 Dec
- Personal Income Tax filing: 15 Apr

Monthly Payroll Tax

Employers to file monthly WTW return using BIR Form 1601-C. Deadline (a) **e-file tax return** via EFPS by 11th -15th of the following month-end, and (b) **payment of tax liability** on or before 15th day of the month following the month when the withholding was made, except for taxes withheld in Dec (paid on or before 20 Jan of succeeding year).

Year-end Payroll Tax

Employer is required to compute the annual tax every calendar year-end.

Singapore



- YOA: 1 Jan – 31 Dec
- Personal Income Tax filing: 18 Apr

Employers in Singapore

From YOA 2020 onwards, it is compulsory for employers with 7 or more employees to participate in the **Auto-Inclusion Scheme (AIS) for employment income**. Likewise for employers who have received the “Notice to File Employment Income of Employees Electronically” under AIS.

Source: [Inland Revenue Authority of Singapore](#)

Sources :

[Doing Business in Asia Pacific | The Payroll Operate & Immigration Supplement 2019, Ernst & Young International Tax Guides & Highlights 2019, Deloitte](#)

Employee Tax Submissions



Taiwan

- YOA: 1 Jan – 31 Dec
- Personal Income Tax filing: 31 May

Payroll Withholding Tax

Presently, no option to transfer withholding tax payments electronically. Employers required to file the withholding tax return by 31 Jan of the following year for tax residents.



Thailand

- YOA: 1 Jan – 31 Dec
- Personal Income Tax filing: 8 Apr

Monthly Payroll Withholding Tax

Employers to remit tax deduction by filing monthly payroll withholding tax return with the authorities within seven (7) days of the following month.

Annual Payroll Withholding Tax

Employers to file summary on an annual basis within the end of Feb of the following year.

Vietnam

- YOA: 1 Jan – 31 Dec
- Personal Income Tax filing: 30 Mar

Personal Income Tax (PIT)

Required to be filed and paid monthly or quarterly. Employers to withhold tax from employee's income and pay tax to the State budget.

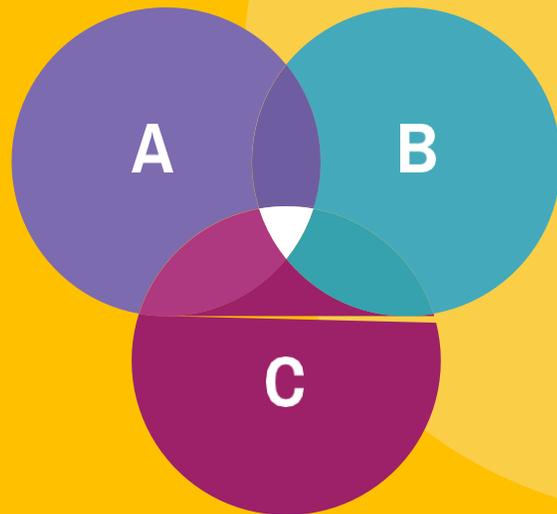
Deadline for PIT (a) **monthly filing** and **payment by 20th** of the following month, (b) **quarterly filing** and **payment by 30th** of the first month of the following quarter. Annual tax filing and payment is within 90 days from last day of the calendar year



Sources :

[Doing Business in Asia Pacific | The Payroll Operate & Immigration Supplement 2019, Ernst & Young International Tax Guides & Highlights 2019, Deloitte](#)

Conclusion



HR Tech + Industry 4.0



With technology revolutionizing the future of work; from cloud and mobile-based platforms to one-stop solutions that promise to simplify time-consuming tasks....

Does your HRMS / Payroll software

- Support multi-currency salary disbursements, online tax submissions
- Perform auto-calculations (minimizing errors)
- Comply with statutory requirements
- Auto-prompt tasks and timelines

Conclusion

2020 will see us embark on a host of exciting projects and new tasks...

- **Compliance issues** – are employee earnings, tax reporting in accordance with labour laws and regulations
- **HR policies** like Annual Leave, Leave Management, C&B – are these aligned with industry Best Practices
- Open and effective **communication** that encourage employees to stay connected and engaged
- Are we using **technology** and **digitized solutions** to automate and stay ahead in the age of Industry 4.0?



BIPO | Make Life Easier.

Leverage digitized solutions on
cloud and mobile-based
platforms to simplify and scale-up
HR processes with ease.

#MakeLifeEasier

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