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COURSE BROCHURE

Employment Contract Administration and End-of-Service Training Course

14 – 18 December 2026
Singapore

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Registered in the United Kingdom and Saudi Arabia

Employment Contract Administration and End-of-Service Training Course

Ref: 868_32859 **Date:** 14 – 18 December 2026 **Location:** Singapore **Fees:** 6900 GBP

Employment Contract Administration and End-of-Service is a 1-week training course for HR and payroll officers who run the employment file from offer letter to final settlement, and who leave with a Contract Lifecycle Compliance File for their own workforce. Inspections and settlement disputes now test every employer record. Jupiter Prime Training places this administrative discipline at the centre of a defensible people function.

Why Employment Contract Administration Matters Now

Three forces shape employment contract administration today. Digital wage transfer systems let authorities compare payroll records with contract terms automatically, so a mismatch surfaces long before an employee complains. Workforces are more mobile and more international, multiplying permits and renewals. Consistent files settle end-of-service claims calmly; gaps bring back pay, fines and lost trust. The course rests on the applicable Employment Law and on the employer's own policies, contracts and payroll controls.

Who Gains Most from Employment Contract Administration

- Officers who issue offer letters, contracts, amendments and renewals for new and existing staff
- Payroll officers who calculate wages, overtime, deductions and final settlements
- Personnel file holders who maintain identity, permit and sponsorship records for an international workforce
- Employee relations officers who handle warnings, grievances and early dispute conversations
- Compliance coordinators who prepare the organisation for labour inspection visits

A shared HR and payroll unit gains most when its contract and payroll staff attend together, because most settlement disputes begin where those two records disagree.

Employment Contract Administration Capabilities

Participants practise the clauses, calculations and file checks that make an employment record hold up.

- Draft fixed-term and open-ended contract clauses on probation, hours and notice — line managers approving a hire
- Calculate overtime, leave pay and end-of-service gratuity from contract data — the payroll sign-off
- Reconcile wage transfer records against contract terms each month — finance controllers and auditors
- Assemble a personnel file that meets inspection requests on first ask — the inspection visit
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Apply a stepwise route for warnings, grievances and termination letters — employee relations decisions
- Prepare a settlement statement an employee can verify line by line — the final exit meeting

Key Employment Contract Administration Terms

- Probation period — The initial stage of employment in which either party may end the contract on shorter notice, within limits set by law.
- Wage protection system — An electronic payroll transfer arrangement that lets authorities verify that agreed wages were paid in full and on time.
- End-of-service gratuity — A lump sum owed on leaving, based on service length, final wage and reason for leaving.
- Fixed-term contract — An employment contract with an agreed end date, whose renewal or expiry affects notice and settlement entitlements.
- Final settlement — The statement and payment that closes all wages, leave balances, allowances and gratuity owed when employment ends.
- Personnel file — The organised record of contract, permit, attendance and disciplinary documents for one employee.

Employment Contract Administration Day by Day

Day 1: The Employment Relationship and Its Pressures

- Structure of the Employment Law — Which Provisions Govern Daily HR Files
- Fixed-Term Versus Open-Ended Contracts — Choosing the Right Form per Role
- Offer Letter to Signed Contract — Closing Gaps Before the First Day
- Internal Work Regulations — Aligning Company Policy With Contract Terms
- Inspection Trends and Wage Transfer Checks — Where Employers Are Exposed

Day 2: Probation, Working Time and Leave

- Probation Clauses and Reviews — Confirming or Ending Employment Within Limits
- Working Hours, Rest Days and Overtime Records — Calculating Lawful Pay
- Annual, Sick and Special Leave Ledgers — Accruals and Carry-Over Decisions
- Shift Work in Hospitality and Construction — Rostering Against Hour Caps
- Contract Amendments and Transfers — Documenting Changes Employees Accept

Day 3: Wages, Documentation and Inspection Readiness

- Wage Protection System Files — Monthly Reconciliation of Payroll and Contracts
- Deductions, Advances and Allowances — Permissible Limits and Evidence
- International Workforce Records — Permits, Sponsorship Transfers and Renewals
- Personnel File Checklist — Responding to an Inspector's Document Request
- Inspection Findings and Corrective Actions — Prioritising Remediation Steps

Day 4: Discipline, Termination and Disputes

- Disciplinary Scale and Warning Letters — Proportionate Responses to Misconduct
- Notice, Resignation and Termination Letters — Valid Grounds and Wording
- Grievance Handling Logs — Resolving Complaints Before Formal Claims
- Labour Dispute Settlement Routes — Preparing the Employer's File and Evidence
- Healthcare and Retail Case Files — Lessons From Contested Terminations

Day 5: Practising the Contract Lifecycle Compliance File

- End-of-Service Gratuity Calculator — Testing Resignation and Termination Scenarios
- Final Settlement Statement — Clearing Leave, Allowances and Deductions
- Mock Inspection Using the Personnel File Checklist — Spotting Missing Records
- Dispute File Review Drawing on Day 4 — Strengthening Evidence Weak Points
- Contract Lifecycle Compliance File — Assembling Templates, Logs and Calculators

Applying Employment Contract Administration After the Course

- Run a sample audit of twenty personnel files against the inspection checklist and assign each gap an owner.
- Reconcile one month of wage transfer records against contract terms and agree corrections with payroll.

Employment Contract Administration Questions FAQ

What is employment contract administration and why does it matter now?

It is the daily work of issuing, amending, paying against and closing employment contracts. It matters now because wage transfer checks and inspections compare records automatically, and end-of-service disputes turn on whether contract, payroll and personnel files agree.

Which roles gain most from employment contract administration training?

HR officers, payroll officers and personnel file holders gain most. Employee relations and compliance coordinators also benefit, because their decisions rely on the same records.

How does employment contract administration training differ from a strategic HR course?

It works at file and calculation level rather than policy design. A strategic HR course shapes workforce plans and reward philosophy; this subject covers clauses, ledgers, gratuity sums and inspection documents.

What do you bring back from employment contract administration training?

You bring back a compliance file of contract templates, leave and overtime ledgers, a gratuity calculator, a settlement statement format and an inspection checklist.

Employment Contract Administration: The Way Forward

The Contract Lifecycle Compliance File gives HR and payroll officers one set of templates, ledgers and calculators for each stage of employment. Its first use is often a pre-inspection audit of personnel files. Revisit its gratuity and overtime calculators after the first full payroll cycle, when real cases show where contract and payroll still diverge.