



MINISTRY OF
MANPOWER



Tripartite Alliance
for Dispute Management



Tripartite Alliance for
Fair & Progressive Employment Practices



NAME: Tan Ah Kow		
DATE	IN	OUT
20/04/18	9.00am	9.00
21/04/18	8.50am	
22/04/18	8.55am	
23/04/18	8.57	
24/04/18	8	

An Employer's Guide: Prevent Overtime (OT) Pay Disputes or Claims

雇主指南

避免加班费纠纷或索偿

What is this about? 这是关于什么?

- OT disputes or claims can take several months to resolve during which the employer's work pass privileges may be suspended.
加班费的纠纷或索偿可能需要几个月才能解决。在此期间雇主的外籍劳工工作准证特权可能会被限制。

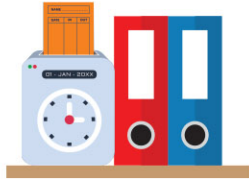
Comply with these Employment Act (EA) requirements to prevent OT disputes 遵守以下雇佣法令条例以避免加班费的纠纷

- Issue written Key Employment Terms (KET) to your workers and keep records of their daily work hours
提供给员工书面主要雇佣条件(KET), 并记录员工的每日工作时间
- Make work hour records readily accessible to workers
确保员工能方便查阅自己的工作时间记录
- Pay workers their OT pay correctly and issue them an itemised pay slip
支付员工正确的加班费, 并提供员工详细薪水单

1

Employers must issue written Key Employment Terms (KET) to your workers and keep records of their daily work hours

雇主必须提供给员工他的书面主要雇佣条件 (KET)，并记录员工的每日工作时间



- The KET must clearly state the working hours. KET必须清楚列明员工的工作时间。
- For workers covered under EA Part IV, the working hours in the KET cannot be more than 44 hours in a week.* 受雇佣法令第四章所保护的员工，在KET里的每周工作时间不能超出44小时。*
- Employers who fail to issue written KET or fail to maintain work hour records may be fined. 雇主若未提供书面KET或记录员工的工作时间可能会被罚款。

*Up to 48 hours a week, but capped at a total of 88 hours in any continuous 2-week period, for workers who work less than 44 hours every alternate week. Up to an average of 44 hours per week over a continuous 3-week period for shift workers.

*员工若每隔一周的工作时间少于44小时，该员工KET里一周的工作时间不能超过48小时，但连续两周的总工作时间不能超过88小时。至于轮班制的员工，连续3周的平均工作时间则不能超过44小时。

What employers should know 雇主须知

For foreign workers, in addition to MOM's In-Principle Approval (IPA) letter, employers must issue written KET with the following details:

若聘请外籍劳工，除了人力部的工作准证原则批准信 (IPA letter)，雇主仍须提供该员工包括以下事项的书面KET:

- Working hours and break hours
工作时间及休息时间
- OT pay entitlements and OT rate of pay
加班费权益及加班费率
- Rest day and paid leave entitlements
休息日及有薪休假权益
- Salary period, dates of salary and OT payments
薪水周期与薪水及加班费支付日期



Use a timesheet to record workers' daily working hours

使用工时记录表记录各员工每日的工作时间

The timesheet should record the daily start and end times. 工时记录表应记录该员工每日开工及收工的时间。

2

Make work hour records readily accessible to workers

确保员工能方便查阅自己的工作时间记录



Most OT pay disputes or claims involved work hour records that had not been verified by the workers. 大多数的加班费纠纷或索偿涉及未经员工核实确认的工作时间记录。

How to have your work hour records verified? 如何核实确认员工的工作时间记录?

In addition to having the supervisors sign on work hour records, employers should:

除了让管工签署工作时间记录，雇主应:

- Get your workers to check their work hour records and to sign against the records after verifying that the records are correct. 让员工查阅自己的工作时间记录，并在确认无误后签署该工作时间记录。
- Do the verification at least once a month and before OT payment is made. 至少每月一次，并在支付加班费前，进行工作时间记录的核实确认。

Timesheet 工时记录表		Period 时期: 02/04/2018 - 07/04/2018 2018年4月2日至2018年4月7日				
Name of Company: ABC Pte Ltd (公司名称: ABC私人有限公司)			Name of Supervisor: Charles Lim (管工姓名: 查尔斯)			
Name of Employee: Mr Jalal Raj (员工姓名: 嘉拉)			Rest Day: Every Sunday (休息日: 每个星期日)			
Date 日期	Start Time 开工时间	End Time 收工时间	Break Hours 休息时数	Working Hours 工作时间	Overtime Hours 加班时数	Remarks 备注
2/4/2018	0900	1930	1	8	1.5	
3/4/2018	0900	1800	1	8	-	
4/4/2018	0900	1830	1	8	0.5	
5/4/2018	0900	1800	1	8	-	
6/4/2018	0900	1830	1	8	0.5	
7/4/2018	0900	1800	1	4	4	
Total hours worked 工作总时数				44	6.5	

Jalal Raj 7/4/2018
Signature of Employee/ Date
员工签名/日期

Charles Lim 7/4/2018
Signature of Supervisor/ Date
管工签名/日期

3

Pay workers their OT pay correctly and issue them an itemised pay slip 支付员工正确的加班费，并提供员工详细薪水单

- Some employers, especially in the construction sector, are calculating OT hours and OT pay incorrectly for work done on Saturdays.
有些雇主，尤其建筑业雇主，错误地计算员工于星期六工作的加班时数及加班费。
- Employers who fail to issue complete itemised pay slips with OT hours and OT pay may be fined.
若未提供员工详细薪水单或未列明加班时数或加班费的薪水单，雇主可能会被罚款。
- Employers are expected to have KET, work hour records and itemised pay slips readily available if a worker files a claim against them. Otherwise, the Tripartite Alliance for Dispute Management (TADM) will place greater weightage on the worker's claim.
当员工向劳资政纠纷调解联盟(TADM)提出工资索赔，雇主必须能随时呈交该员工的KET，工作时间记录及详细薪水单。否则，TADM在调解中会倾向于员工那一方。



Get your workers' OT pay for Saturday right! 如何正确地计算员工星期六工作的加班费!

If a worker is required to work 8 hours per day from Monday to Friday in a week, he is entitled to OT after 4 hours on that Saturday.
员工若一周内从星期一至星期五每日需工作8小时，他在该星期六工作4小时后应获得加班费。

See pages 5 to 6 for example of OT pay calculation and itemised pay slip

请参考第5和第6页正确计算加班费及详细薪水单的例子



Example 例子



Name (员工姓名) : Tan Ah Kow
Basic Salary (基本工资) : \$750 / month (每月)
Working hours (工作时间) : Monday – Saturday, 9am – 6pm (daily) (includes 1-hour lunch break) 星期一至星期六，上午9时至下午6时 (每日) (包括1小时午餐时间)



- Mr Tan should be paid for 4 hours of OT worked for every Saturday worked.
陈先生在每个星期六的工作日应获得等于4小时的加班费。

- OT pay is 1.5 times the hourly basic rate of pay.
每小时加班费率不能少于每小时基本工资率的1.5倍。

How to calculate Mr Tan's OT pay for Saturdays worked?

如何计算陈先生星期六的加班费?

STEP 1 - Calculate hourly basic rate of pay 第1步 - 计算每小时基本工资率

Hourly basic rate of pay 每小时基本工资率

$$\frac{12 \text{ months 月} \times \text{monthly basic pay 每月基本工资}}{52 \text{ weeks 周} \times 44 \text{ hours 小时}} = \frac{12 \times \$750}{52 \times 44} = \$3.90 \text{ (rounded 进位数)}$$

STEP 2 - Calculate hourly rate of OT pay 第2步 - 计算每小时加班费率

Hourly rate of OT pay 每小时加班费率 = \$3.90 x 1.5

$$= \$5.90 \text{ (rounded 进位数)}$$

STEP 3 - Calculate OT pay for work done on 1 Saturday (4 hours of OT) 第3步 - 计算每一个星期六的加班费

$$\text{OT pay 加班费} = \$5.90 \times 4 \text{ OT hours 加班时数} = \$23.60$$



Example of Itemised Pay Slip (详细薪水单例子)

Payslip for 1 April 2018 to 30 April 2018
薪水单 2018年4月1日 2018年4月30日

Name of Employer (雇主名字)

ABC Pte Ltd (ABC私人有限公司)

Name of Employee (员工姓名)

Tan Ah Kow

Item (事项)	Amount (金额)	
Basic Pay (基本工资)	\$750	(A)
Total Allowances (总补贴) <i>(Breakdown shown below) (分项列明在下方)</i>	\$200	(B)
Food (食物)	\$200	
Total Deductions (总扣款) <i>(Breakdown shown below) (分项列明在下方)</i>	N.A.	(C)
Employee's CPF Deduction (员工公积金扣除)	N.A.	

Date of Payment (付款日期)

5 May 2018 (2018年5月5日)

Mode of Payment (付款形式)

Bank Deposit (银行转账) / Cash (现金) / Cheque (支票)

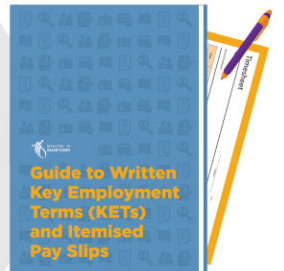
Overtime Details* (加班细节*)

Overtime Payment Period(s) (加班费支付周期)	1 April 2018 to 30 April 2018 (2018年4月1日 至 2018年4月30日)	
Overtime Hours Worked (加班时数)	16	
Total Overtime Pay (总加班费)	\$94.40	(D)
Item (事项)	Amount (金额)	
Other Additional Payments (其它付款) <i>(Breakdown shown below) (分项列明在下方)</i>	N.A.	(E)
Net Pay (净薪水) (A + B - C + D + E)	\$1,044.40	
Employer's CPF Contributions (雇主公积金交付额)	N.A.	

Additional Resources 额外资源



Scan this QR code for information on the EA requirements for written KET and itemised pay slips, including useful templates. 请扫描此QR码以获取关于雇佣法令书面主要雇佣条件及详细薪水单条例的资料, 包括实用样本。



Employers who adopt pre-approved HR IT solutions can receive funding under the Lean Enterprise Development (LED) Scheme.

使用预先批准的人力资源科技解决方案的雇主可享有精益企业发展计划 (Lean Enterprise Development Scheme, 简称LED计划) 下的资助津贴。



For more information, scan this QR code or email us at: enquiry@enterprisesg.gov.sg / leds@mom.gov.sg

Employers can sign up for TAFEP's workshops on the EA to know how to comply with the EA and improve your employment practices.

雇主可报名参加TAFEP的雇佣法令培训班以了解如何遵守雇佣法令下的条例并改善雇佣条件。

