Effective Drafting of HR Policy

As Malaysia moves forward with the implementation of e-Invoicing, organizations must ensure not only their finance teams are ready—but also that HR policies and practices are aligned to support this digital transition. HR plays a critical role in ensuring that employee-related transactions such as claims, allowances, freelance payments, and reimbursements are handled in a compliant and structured manner.

This course is specially designed to help HR professionals, policy drafters, and administrative teams understand the impact of e-Invoicing on HR operations and equip them with the skills to draft, revise, and implement HR policies that uphold regulatory requirements, streamline digital documentation, and promote internal accountability.

Participants will gain practical insights into LHDN's e-Invoicing requirements, learn how to integrate them into HR processes, and draft policies that clearly define responsibilities, submission formats, approval flows, and consequences of non-compliance. Through interactive sessions, case studies, and guided policy drafting exercises, this program ensures that participants leave with ready-to-use content and a clear action plan for policy implementation.

Course Objectives:

This course is designed to equip HR professionals and policy drafters with the essential knowledge and practical skills to develop and implement HR policies that support e-Invoicing processes within an organization. The session focuses on aligning HR practices with finance compliance, digital documentation requirements, employee responsibilities, and system usage policies to ensure smooth integration of e-Invoicing mechanisms.

Who Should Attend:

HR Executives, HR Managers, Policy Writers, Payroll Personnel, and HR Business Partners

involved in administrative policy development and compliance.

Methodology:

This course utilizes an interactive lecture approach with an emphasis on discussions which include participants sharing details of their workplace experiences. This stimulating program will maximize the understanding and learning through Lecture, Interactive Discussions, Case studies on all relevant areas Quiz and Role play to ensure participants grasp clearly issues presented.

Pre-test will be given before the class started whereas post-test will be given upon completion of course.

- Real-Time Presentation
- Interactive Lectures
- Sharing/Discussion
- Real-Live Examples
- Quiz
- Q&A sessions

Effective Drafting of HR Policy for E-invoicing Compliance

Course Outline:

Module 1: Understanding e-Invoicing in Malaysia

- Overview of LHDN's e-Invoicing mandate
- Key components and workflow of e-Invoicing
- How HR functions intersect with finance and invoicing systems
- Importance of internal controls and employee accountability

Module 2: HR's Role in e-Invoicing Compliance

- Identifying HR processes linked to invoicing (claims, allowances, freelance/staff payments)
- Collaboration between HR, finance, and IT departments
- Defining staff responsibilities and approval workflows
- Managing supporting documentation digitally

Module 3: Drafting HR Policies to Support e-Invoicing

- Elements of an effective HR policy
- Data protection, privacy, and consent clauses
- Drafting clauses for:
    - Timely submission of claims
    - Digital documentation format and storage
    - Approval matrix and authorization
    - Disciplinary action for misuse or non-compliance

Module 4: Case Study & Sample Policy Drafting

- Review of sample e-Invoicing-related HR policy
- Group exercise: Drafting a policy section (e.g., Reimbursement & e-Invoicing Submission SOP)
- Peer feedback and discussion

Module 5: Implementation & Communication

- Policy rollout strategies
- Communicating with employees
- Training, FAQs, and accountability tracking
- Periodic review and updates