



日期：2020年4月28日  
编号：MSMDA/Covid19/Payroll/2020

**紧急通告**

人力资源部部长刚刚宣布，在管制令期间，为了确保商界依法支付薪金给员工，政府已经允许财务和人事部工作人员上班，协调和处理发放薪金给职员事宜，但仅限于4月30日（星期四）或5月2日（星期六）其中一天，并限于2人上班！

雇主必须发出授权书，有关授权书必须列出相关财务或人事部职员的全名和身份证号码，以及雇主或主管的电话号码作为确认之用；有关员工必须携带授权文件，若遇执法人员检查，可出示有关文件。

特此通知！

马来西亚钢材五金商会 秘书处 敬启

**Notice- Urgent**

Our Ref : 28/4/2020  
Date : MSMDA/Covid19/Payroll/2020

The Minister of Human Resources has just announced that during the MCO period, in order for employers to process payroll particularly for companies that are unable to process payroll remotely, the government has agreed to allow a maximum of Two (2) personnel from the Finance and /or HR departments to process the payroll at their work place for only one day **either on 30 April (Thursday) or 2<sup>nd</sup> May (Saturday) 2020** .

Employers have to issue an authorized letter with full names and I.C No. of the personnel and employer contact number for ease of verification.

The personnel must carry the authourised letter with them at all times for ease of movement in the event they are stopped by enforcement authorities along the way.

Thank you for your kind attention.

The Secretariate  
MSMDA