

**Hire employees in Singapore**  
simply, compliantly, and hassle-free

# Table of contents



**What you need to know for employing in Singapore**



**Benefits**



**Employment Contracts**



**Onboarding**



**Leaves**



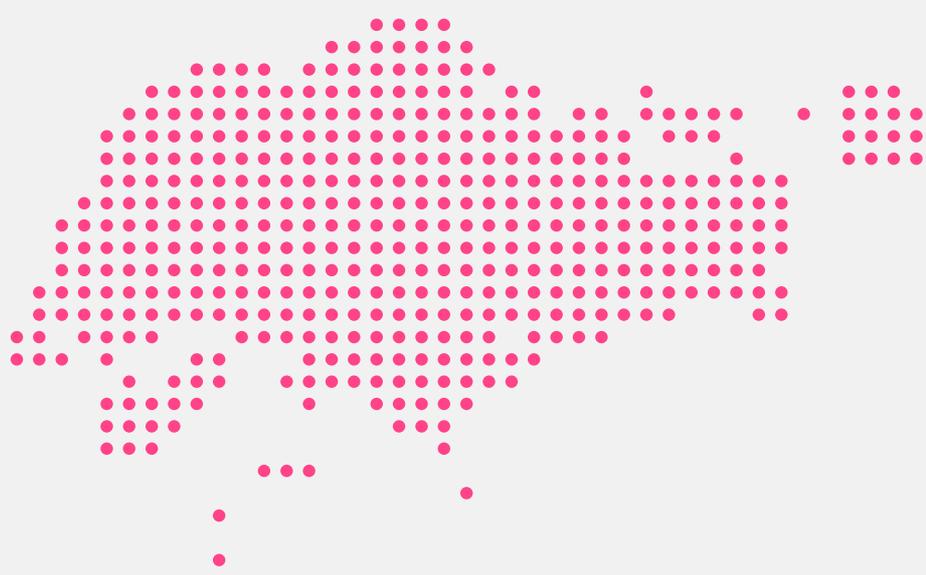
**Payroll & Tax**



**Terminations**



**Invoice Schedule**



# What you need to know for employing in Singapore

Employ remote teams worldwide with Omnipresent's Employer of Record (EOR) service. We combine human expertise with automation to deliver your compliance, payroll, benefits, and HR support needs.



**Currency:** Singapore Dollar (SGD)



**Language(s):** Chinese, English, Malay, Tamil



**Employer costs:** Low



**Termination:** Simple



**Onboarding Timeline:** ~11 calendar days



**Payroll Frequency:** Monthly

# Benefits

What we offer	Mandatory	Supplementary
Healthcare		✓
Dental Insurance		✓
Retirement & Pension (Public)	✓	
Accident Insurance		✓
Disability Insurance	✓	✓
Life Insurance	✓	✓
Workers' Compensation	✓	

## Health

Employers are legally obligated to contribute to the Central Provident Fund (CPF) for all citizens or permanent resident employees. Under the CPF, employees and employers make monthly contributions, and a portion of these funds can be used to cover healthcare expenses. It is common for employers to offer supplementary Health Insurance to their employees.

Omnipresent offers a supplementary combined Health and Life Insurance package which includes Health, Death, Accident and Disability benefits. Health coverage provides hospitalization, major medical procedures, specialist outpatient benefits, GP visits, dental benefits, and mental wellbeing.

# Employment Contracts

We offer indefinite, fixed-term, and part-time contracts in Singapore..

## Contract Requirements

Written employment contracts are mandatory and should outline the terms and conditions of employment and provide clarity for both employers and employees. Omnipresent ensures that all necessary key terms are included in the employment contracts we provide.

**Contract language:** English

**Signature requirement:** Simple electronic signature

**Backdating:** Not possible as per Omnipresent's policy

## Contract Customisation

We provide optional clauses for customisation when adding an employee to our platform. This allows you to tailor certain contract aspects, such as unlimited time off or extra-legal sick days. However, certain contract elements cannot be customised due to compliance risks or Omnipresent's policy. Examples include overtime, restrictive covenants, and stylistic changes.



## Probation

During the probation period, employers evaluate an employee's suitability for the role they have been hired for. It gives the employer an opportunity to assess their performance and determine if they are a good fit for the company. We believe that this process benefits both the employer and the employee.

Here are some key points to know about the probation period:

- Probationary periods are allowed in Singapore, and they are not governed by specific statutory regulations. In practical terms, probationary periods lasting 3 to 6 months are commonly observed.

Please note, as a rule, we always include the probation period in our employment contracts, and that the only exception to our policy is in the case of a transfer of the employment relationship.

# Onboarding

## Timeline

Our normal onboarding timeline for Singapore is **~11 calendar days**. The onboarding steps involved are: Platform Setup, Right-to-Work Check, Employment Contract, Benefits and Payroll enrollment. This timeline does not include exceptions such as visas and medical & background checks.

## Registration & Approvals

The employer is not legally required to obtain any registrations, approvals, notices, or submissions before onboarding an employee, except in the case of foreign employees (i.e., not citizens or permanent residents of Singapore).

## Immigration & Visas

Omnipresent can assist in the process of applying for Employment Passes (EP) in Singapore.

Employment passes are intended for foreign professionals, managers, executives, and technicians (PMETs) who meet the minimum qualifying salary requirements. These passes are typically initially granted for up to 2 years and can be renewed for either an additional 2 or 3 years.

## Right-to-Work

Right to work checks are a prerequisite when employing foreign workers. To legally work within the country, it is essential to verify the candidate's visa or residency status.

## When moving your employees from another EOR to Omnipresent

If the employee has previously worked for you, whether in another country or through another EOR provider, we can recognise their length of service. This recognition of seniority will need to be mentioned in the employment contract.

## **Retirement**

Retirement benefits in Singapore are provided through social security savings schemes, funded by the required employer and employee contributions to the Central Provident Fund (CPF). The CPF contributions are used for retirement, healthcare and housing benefits and certain investment options.

## **Other Benefits**

Death and Long-term disability benefits are provided by the required employer and employee contributions to the state's Central Provident Fund (CPF).

Omnipresent offers a supplementary combined Health and Life Insurance package that covers Health, Personal Accident, Death, and Disability benefits.

All employers are required to contribute to a Work Injury Compensation (WIC) insurance plan which provides benefits to employees in case of accident, injury or illness as a result of work related activities.

# Leaves



## Annual Leave Entitlement

In Singapore, the amount of annual leave an employee receives depends on their length of service. Customarily, an employee is entitled to at least 14 days of annual paid leave, excluding public holidays.

## Maternity Leave

Employees are eligible for 16 weeks of government-paid maternity leave after completing three months of continuous employment, provided the child is a Singapore Citizen. This maternity leave period is covered by the employer and later reimbursed by the government.

## Paternity Leave

Fathers in Singapore are eligible for 2 weeks of government-paid paternity leave if they have worked for at least three months and their child is a Singapore citizen.

## Sick Leave

Employees with 3 to 6 months of service are entitled to varying sick leave benefits. Depending on their period of service, they can receive five to 11 days of paid outpatient sick leave and 15 to 45 days of paid hospitalization leave. Those who have worked for at least 6 months are eligible for 14 days of paid outpatient sick leave and 60 days of paid hospitalization leave annually.

## Public Holidays

Singapore currently has 11 regular holidays.

1. New Year's Day
2. First day of Chinese New Year
3. Second day of Chinese New Year
4. Good Friday
5. 1 May (Labour Day)
6. Vesak Day
7. Hari Raya Puasa
8. 9 August (National Day)
9. Hari Raya Haji
10. Deepavali
11. Christmas Day.



# Payroll & Tax

## Payroll Cycle

The payroll cycle in Singapore is monthly.

- Payroll runs from the **1st of the month to the end of the month.**
- Payroll cut-off date is **6th** of the month (any changes to payroll or variables must be shared with Omnipresent by this date).
- Payment date is the last working day of the month (this is when employees will receive their salary payment).

## Extra Payments (Bonus, Commission etc.)

In Singapore, there is no obligatory additional payment, but certain employers choose to provide a 13th month payment referred to as the Annual Wage Supplement (AWS).

## Hourly Wage

Omnipresent is unable to accept employees on an hourly wage.

## Minimum Wage

There is no minimum wage in Singapore, except for workers in certain sectors such as the cleaning and security industries.

## Standard Work Schedule

The Standard work schedule in Singapore consists of 8 hours per day and 40 hours per week, with the work week running from Monday to Friday.

## Employer Costs

The employer costs depend on a variety of employee variables. A guiding number ranges **from 3.5% to 17%** of employee salary depending on employees' citizenship status, age group, monthly wages, and sector of work. To get a more detailed estimate based on the employee salary use the [OmniCalculator](#), or contact us for further information.

# Terminations

## Termination Process

Before proceeding with a termination (including verbal discussion with the employee about the risk of termination) you must first get in touch with Omnipresent. We will then provide guidance on next steps. You can read our [full guidance here](#).

To initiate a termination, you need to submit a termination request through the OmniPlatform after which our relevant teams will assess the case and plan a compliant termination process.

## Involuntary Termination

There is no legal requirement in Singapore to provide specific reasons for terminating employment.

In a broader sense, an employee's employment may come to an end through the fulfillment of the stipulated notice period or through compensation in lieu of notice, as per the terms of the employment agreement, or through immediate termination in cases of severe misconduct.

## Severance Pay

Singaporean law does not impose any requirement on employers to offer statutory severance benefits to employees when the employer terminates their employment.

## Notice Period

This statutory minimum notice period ranges from 1 day to 4 weeks, depending on the employee's length of service with their employer. Employees with less than 26 weeks of service are entitled to a 1-day notice, while those employed for 5 years or more are entitled to a 4-week notice period. In general, employers and employees have the flexibility to mutually agree on a notice period.

# Invoice Schedule

## **Setup Fees:**

Once Terms are signed, Omnipresent begins deploying resources for the setup process.

Trigger [*Employee Details Added*]

## **Deposits:**

Payable when the local employment contract is ready for signature. The deposit enables Omnipresent to move forward securely to sign the local employment contract with the employee.

Trigger [*Employee Details Added*]

## **Initial Salary Prepayment:**

The first month's estimated labour costs are invoiced on the first day of employment.

Trigger [*Employment Start Date*]

## **Ongoing monthly Employment Costs and Fees:**

Thereafter, we invoice monthly in arrears for labour costs - once the final payroll, taxes, insurance, social security contributions, expenses and deductions have been calculated. Each monthly invoice will include our monthly service fee, deposit insurance (if applicable), and an FX fee (if applicable).

Trigger [*Payroll Date*] Typically the last working day of the month, but varies by country.



## Explore how Omnipresent simplifies global team growth.

Explore the effortless solution for your global hiring, payment, and management needs with Omnipresent. We simplify complex processes like onboarding, legal contract drafting, expense management, benefits allocation, and a whole lot more.

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