

Training Package	Business Services (BSB07)	HSC Requirements and Advice
Unit code	Unit title	HSC Indicative Hours
BSBFIA302A	Process payroll	30

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to process payroll from provided data using manual and computerised payroll systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
Competency field	Finance – Financial Administration
Application of the unit	This unit applies to individuals employed in a range of work environments who are responsible for payroll functions within an organisation. They may work as individuals providing administrative support within an enterprise, or may be other members of staff who have been delegated payroll responsibilities.
Employability skills	This unit contains employability skills.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	Context of and specific resources for assessment	Method of assessment	Gather information for assessment
Evidence of the following is essential: <ul style="list-style-type: none"> performing payroll calculations applying knowledge of organisational guidelines relating to security and confidentiality of information. 	Assessment must ensure: <ul style="list-style-type: none"> access to an actual workplace or simulated environment access to office equipment and resources access to computer equipment, relevant software and payroll data (samples or actual). 	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance by the candidate review of authenticated documents from the workplace or training environment analysis of responses to case studies and scenarios demonstration of techniques. 	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: <ul style="list-style-type: none"> other financial administration units.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities
- literacy skills to:
 - read and understand organisation's financial policies and procedures, and any procedures based on legislative requirements
 - write cheque or salary authorisations
 - prepare pay advice slips
 - maintain records
- numeracy skills to perform calculations and to reconcile figures
- problem solving skills to reconcile figures and to resolve employee enquiries within scope of own responsibility.

Required knowledge

- key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations, such as:
 - anti discrimination legislation
 - ethical principles
 - codes of practice
 - financial legislation
 - privacy laws
 - occupational health and safety
- organisational policy and procedures
- types of payroll systems.

Element	Performance Criteria	Range Statement
1 Record payroll data	1.1 Check payroll data and clarify discrepancies with <i>designated persons</i> .	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <i>Bold italicised</i> wording, if used in the performance criteria, is detailed below.</p> <p>Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p> <p><i>Designated persons</i> may include:</p> <ul style="list-style-type: none"> • immediate supervisor • those who have the authority to approve payroll decisions.
	1.2 Enter employee <i>pay period details</i> and any <i>deductions and allowances</i> in <i>payroll system</i> in accordance with <i>source documents</i> .	<p><i>Pay period details</i> may include:</p> <ul style="list-style-type: none"> • bonus • casual wage • commission • contract • piecework • salary • wage. <p><i>Deductions and allowances</i> may include:</p> <ul style="list-style-type: none"> • car allowance • health insurance • income tax • meal allowance • superannuation contributions • travel allowance • union dues. <p><i>Payroll system</i> may include:</p> <ul style="list-style-type: none"> • manual • computerised. <p><i>Source documents</i> may include:</p> <ul style="list-style-type: none"> • employee earnings and payroll register • employee records or history • employee timesheets.
	1.3 Calculate payment due to individual employees to reflect standard pay and <i>variations</i> in accordance with employee source data.	<p><i>Variations</i> may include:</p> <ul style="list-style-type: none"> • holiday loading • long service leave

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> • overtime • paid leave • rates of pay • sick leave • taxation • unpaid leave.
2 Prepare payroll	2.1 <i>Prepare payroll</i> within designated time lines in accordance with organisational policy and procedures.	<i>Preparing payroll</i> may include: <ul style="list-style-type: none"> • calculation of gross pay • cash analysis • electronic funds transfer • net pay • preparing cheques • preparing pay advice slips • taxation and other deductions.
	2.2 Reconcile total wages for pay period, check or correct irregularities or refer to designated persons for resolution.	
	2.3 Make arrangements for payment in accordance with organisational and individual requirements.	
	2.4 Obtain authorisation of payroll and individual pay advice in accordance with organisational requirements.	
	2.5 Produce, check and store <i>payroll records</i> in accordance with organisational policy and security procedures.	<i>Payroll records</i> may include: <ul style="list-style-type: none"> • cash analysis sheets • electronic funds transfer • employee summary report • end of month reports • end of year reports • group certificates • pay advice slips • taxation reports.
2.6 Follow security procedures for processing payroll and for maintaining payroll records.		
3 Handle payroll enquiries	3.1 Respond to payroll <i>enquiries</i> in accordance with organisational and <i>legislative requirements</i> .	<i>Enquiries</i> may include: <ul style="list-style-type: none"> • email • face to face

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> • fax • telephone. <p><i>Legislative requirements</i> may include:</p> <ul style="list-style-type: none"> • Australian Tax Office regulations e.g. Australian Business Number, Employment Declaration Forms • confidentiality and security of records • Higher Education Contribution Scheme (HECS) • Higher Education Loan Programme (HELP) • Medicare levy • PAYE tax • payroll tax.
	3.2 Provide information in accordance with organisational and legislative requirements.	
	3.3 Ensure all enquiries outside area of responsibility and knowledge are referred to designated persons for resolution.	
	3.4 Complete additional information or follow up action within designated time lines in accordance with organisational policy and procedures.	