



Australian Government

BSBFIM502 Manage payroll

Release: 2

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Modification History

Release	Comments
Release 2	This version first released with BSB Business Services Training Package Version 1.1. Version created to correct mapping table information
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.

It applies to individuals, employed in a range of work environments, who are required to establish and work with payroll systems and may have responsibility for managing payroll systems and calculations.

No licensing, legislative or certification requirements apply to this unit at the time of publication

Unit Sector

Finance – Financial Management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Establish procedures for management of payroll	1.1 Establish procedures that ensure the confidentiality and security of payroll information 1.2 Ensure procedures guarantee substantiation of claims for allowances 1.3 Establish control measures to safeguard organisation's financial resources in accordance with legislative and

ELEMENT	PERFORMANCE CRITERIA
	<p>organisational requirements</p> <p>1.4 Establish systems to ensure statutory obligations are met and records are kept for the period determined by government legislation</p>
2 Prepare payroll data	<p>2.1 Use nominated industrial awards, contracts and government legislation to calculate gross pay and annual salaries</p> <p>2.2 Calculate statutory and voluntary deductions using government and employee documentation</p> <p>2.3 Provide payroll data to payroll processor for calculation within designated timelines</p>
3 Authorise payment of salaries	<p>3.1 Check payroll, and authorise salaries and wages for payment in accordance with organisational policy and procedures</p> <p>3.2 Reconcile salaries, wages and deductions in accordance with organisational policy and procedures</p> <p>3.3 Deal with salary, wage and related enquiries in accordance with organisational policy and procedures</p>
4 Administer salary records	<p>4.1 Process declaration forms for new and existing employees in accordance with Australian Taxation Office requirements</p> <p>4.2 Forward periodic deductions to nominated creditors within designated timelines</p> <p>4.3 Prepare and dispatch payments to government authorities accurately and in accordance with relevant government legislation</p> <p>4.4 Calculate and transcribe group tax amounts and make payments in accordance with taxation procedures</p> <p>4.5 Prepare and reconcile employee group certificate amounts from salary records</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.4, 2.1, 2.2,	<ul style="list-style-type: none"> Identifies and interprets information from organisational policies, legislative and industry-related

	3.1-3.3, 4.1-4.5	material
Writing	1.1, 1.3, 1.4, 2.3, 3.1, 3.3, 4.1, 4.3-4.5	<ul style="list-style-type: none"> Records data accurately using relevant format, style and language suited to context and audience Prepares specific information which clearly conveys an understanding of outcomes and uses terminology appropriate to present to relevant personnel
Oral Communication	2.3, 3.3	<ul style="list-style-type: none"> Articulates information concisely using appropriate terminology, tone and style Uses questioning and listening techniques to exchange and clarify information
Numeracy	2.1-2.3, 3.1- 3.3, 4.2-4.5	<ul style="list-style-type: none"> Uses a wide range of mathematical calculations to analyse and compare numeric information Makes calculations to ensure work is completed according to predetermined deadlines
Navigate the world of work	1.3, 1.4, 2.1-2.3, 3.1-3.3, 4.1, 4.3, 4.4	<ul style="list-style-type: none"> Monitors adherence to legal and regulatory responsibilities and organisational policies and procedures
Interact with others	2.3, 3.3	<ul style="list-style-type: none"> Recognises and applies the protocols governing what to communicate with who, and how, in a range of work contexts
Get the work done	1.1, 1.3, 1.4, 2.3, 3.3, 4.1-4.5	<ul style="list-style-type: none"> Uses logical processes in planning, implementing and evaluating routine and non-routine tasks in achieving goals and timelines Uses analytical skills to identify discrepancies and attempts to resolve the issues within the context of own responsibilities Makes a range of critical and non-critical decisions in relatively complex situations, taking a range of factors into account Understands the importance of secure information and privacy in relation to own work and takes responsibility for identifying and managing risk factors

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBFIM502 Manage payroll	BSBFIM502A Manage payroll	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>