



Australian Government

BSBHRM416 Process payroll

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Application

This unit describes skills and knowledge required to process payroll from provided data using manual and computerised payroll systems.

The 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.

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

Unit Sector

Technical Skills – Human Resources

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. Record payroll data	1.1 Check payroll data and clarify discrepancies with relevant stakeholder 1.2 Enter employee pay period details in payroll system according to organisational requirements 1.3 Calculate individual employee's payment according to employee source data
2. Prepare payroll	2.1 Prepare payroll according to organisational policy and procedures and designated timelines 2.2 Reconcile total wages for pay period, check and correct irregularities or refer to relevant stakeholder for resolution 2.3 Make arrangements for payment according to organisational

ELEMENT	PERFORMANCE CRITERIA
	<p>and individual requirements</p> <p>2.4 Obtain authorisation of payroll and individual pay advice according to organisational requirements</p> <p>2.5 Produce, check and store payroll records according to organisational policy and security procedures</p> <p>2.6 Follow security procedures for processing payroll and for maintaining payroll records</p>
3. Handle payroll enquiries	<p>3.1 Respond to payroll enquiries according to organisational and legislative requirements</p> <p>3.2 Provide payroll information according to organisational and legislative requirements</p> <p>3.3 Ensure all enquiries outside area of responsibility and knowledge are referred to designated persons for resolution</p> <p>3.4 Complete additional information or follow-up action within designated timelines according to organisational policy and procedures</p>

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Reading	<ul style="list-style-type: none"> Interprets a range of textual information to determine activities required
Writing	<ul style="list-style-type: none"> Accurately records textual information and maintains personal and banking details using format, language and structure in context
Oral Communication	<ul style="list-style-type: none"> Explains payment clearly using terminology and tone appropriate to audience Uses questioning and listening skills in verbal exchanges to clarify information
Numeracy	<ul style="list-style-type: none"> Uses a limited range of mathematical calculations to calculate and reconcile amounts and arrange and compare numerical information
Self-management	<ul style="list-style-type: none"> Takes responsibility for own workload and monitors adherence to specified goals and timelines
Teamwork	<ul style="list-style-type: none"> Selects the appropriate mode of communication for a specific purpose Collaborates with others to achieve predetermined goals
Problem solving	<ul style="list-style-type: none"> Recognises and takes responsibility for resolving problems relevant to own role

	<ul style="list-style-type: none">• Takes responsibility for routine low-impact decisions within familiar situations
Technology	<ul style="list-style-type: none">• Uses digital technologies to access, record, store, organise and compile data, as required

Unit Mapping Information

Supersedes and is equivalent to BSBFIA302 Process payroll.

Links

Companion Volume Implementation Guide is found on VETNet -

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