



Australian Government

**Assessment Requirements for FNSPAY511
Process salary packaging arrangements and
additional allowances in payroll**

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version first released with the FNS Financial Services Training Package Version 8.0.</p> <p>Supersedes and is equivalent to FNSPAY501 Process salary packaging arrangements and additional allowances in payroll.</p>

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- process salary packaging arrangements and additional allowances in payroll, each on at least three occasions.

In the course of the above, the candidate must:

- confirm compliance of salary packaging arrangements and additional allowances with applicable regulatory requirements and organisational policies and procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative, regulatory and taxation system requirements relevant to salary packaging arrangements, additional allowances and issuing income statements using Single Touch Payroll
- benefits and costs to organisations and employees of salary packaging arrangements
- items to be included in salary packaging options, including:
 - impact of options on assessable income
 - employment conditions
- different arrangements for salary packaging, including:
 - gross salary plus benefits
 - total employment costing
- common benefits that can be included in salary packaging arrangements, including:
 - fringe benefits

- exempt benefits
- concessional benefits
- novated lease arrangements
- purchased leave arrangements
- superannuation contributions
- common types of additional allowances, including:
 - car allowances
 - living away from home allowances (LAFHA)
- external and organisational sources that can be accessed for additional information on salary packaging arrangements and additional allowances
- organisational requirements and methods for issuing income statements using Single Touch Payroll
- required sources of information for identifying additional allowances, including:
 - employment contracts
 - salary sacrifice agreements
 - novated lease agreements
 - purchased leave agreements
 - organisational policies and procedures.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- office equipment, technology, software and consumables required to process salary packaging arrangements and additional allowances for employees in payroll systems, including payroll system
- organisational policies and procedures.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>