



**Australian Government**

# **FNSPAY513 Process complex employee terminations in payroll**

**Release: 1**

## FNSPAY513 Process complex employee terminations in payroll

### Modification History

Release	Comments
Release 1	This version first released with the FNS Financial Services Training Package Version 8.0.  Supersedes and is equivalent to FNSPAY503 Process complex employee terminations in payroll.

### Application

This unit describes the skills and knowledge required to process uncommon and complex employee terminations in payroll systems, including calculating and providing employment termination payments (ETPs).

The unit applies to individuals who, within their level of authority, use specialised knowledge, systematic approaches and analytical techniques to conduct employee terminations in payroll systems while ensuring compliance with regulatory requirements.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Users are advised to check with the relevant state and territory regulatory authorities to confirm those requirements.

### Unit Sector

Payroll

### 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. Gather employee information and verify organisational requirements relating to termination	1.1 Confirm type of employment termination according to organisational policies and procedures 1.2 Identify and obtain employee information required to process termination according to organisational policies and procedures 1.3 Verify accuracy of information and seek clarification, as required
2. Prepare information	2.1 Identify legislation, taxation systems, regulations and codes of

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
for termination	<p>practice to be complied with in employment termination</p> <p>2.2 Verify that employment termination process meets requirements of identified legislation, taxation systems, regulations and codes of practice</p> <p>2.3 Identify and calculate pay components required for termination payment</p> <p>2.4 Enter information required to process employment termination into payroll system</p>
3. Conduct payroll termination and document outcomes	<p>3.1 Process employment termination in payroll system according to organisational policies and procedures</p> <p>3.2 Process employee payments according to organisational and legislative requirements</p> <p>3.3 Calculate tax on pay components according to legislative requirements</p> <p>3.4 Issue ETP payment summary using Single Touch Payroll according to legislative requirements</p> <p>3.5 Document outcome of process and store payroll records relating to employee termination according to organisational policies and procedures, and legislative requirements</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.*

<b>SKILL</b>	<b>DESCRIPTION</b>
Numeracy	<ul style="list-style-type: none"> <li>Analyses financial data and performs mathematical calculations to complete requirements of complex payroll documentation</li> </ul>
Reading	<ul style="list-style-type: none"> <li>Researches and analyses financial information and data from a range of sources to identify key aspects relating to requirements</li> </ul>
Writing	<ul style="list-style-type: none"> <li>Records information and completes forms accurately using correct spelling, grammar, terminology, and conventions</li> </ul>
Problem solving	<ul style="list-style-type: none"> <li>Identifies and responds to problems by systematically analysing information, generating and evaluating options, and selecting the most appropriate option</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Uses the main features and functions of digital systems and programs to plan, implement, monitor, report progress, and lodge forms</li> </ul>

## Unit Mapping Information

Supersedes and is equivalent to FNSPAY503 Process complex employee terminations in payroll.

## Links

Companion Volume Implementation Guide is found on VETNet -

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