



**Australian Government**

# **FNSSS00012 Payroll Administrator Skill Set**

**Release 1**

## **FNSSS00012 Payroll Administrator Skill Set**

### **Modification History**

<b>Release</b>	<b>Comments</b>
Release 1	This version first released with FNS Financial Services Training Package Version 3.0.

### **Description**

This skill set is designed for payroll administrators and workers in job roles who perform payroll administration and payroll management tasks in a variety of industries.

### **Pathways Information**

The units of competency in this skill set provide credit towards:

- FNS40217 Certificate IV in Accounting and Bookkeeping
- FNS50217 Diploma of Accounting
- FNS50417 Diploma of Payroll Services.
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### **Licensing/Regulatory Information**

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

### **Skill Set Requirements**

FNSPAY501 Process salary packaging arrangements and additional allowances in payroll

FNSPAY502 Process superannuation payments in payroll

FNSPAY503 Process complex employee terminations in payroll

FNSPAY504 Interpret and apply knowledge of industrial regulations relevant to payroll

FNSPAY505 Interpret and apply knowledge of taxation systems relevant to payroll

## **Target Group**

Those who perform payroll administration and payroll management tasks in a variety of financial services industries.

## **Suggested words for Statement of Attainment**

The units of competency in this skill set from the FNS Financial Services Training Package address the needs of individuals who perform payroll administration and payroll management tasks in a variety of industries.