



Australian Government

FNSSS00012 Payroll Administrator Skill Set

Release 2

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Modification History

Release	Comments
Release 2	This version first released with the FNS Financial Services Training Package Version 8.0. Update to pathways information. Superseded units have been updated.
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:

- FNS40222 Certificate IV in Accounting and Bookkeeping
- FNS50222 Diploma of Accounting
- FNS50422 Diploma of Payroll Services.

Licensing/Regulatory Information

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

Skill Set Requirements

- FNSPAY511 Process salary packaging arrangements and additional allowances in payroll
- FNSPAY512 Process superannuation payments in payroll
- FNSPAY513 Process complex employee terminations in payroll
- FNSPAY514 Interpret and apply knowledge of industrial regulations relevant to payroll
- FNSPAY515 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.