



Australian Government

TLIL3002 Undertake employee payroll activities

Release: 1

TLIL3002 Undertake employee payroll activities

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to undertake employee payroll activities in accordance with workplace requirements in the transport and logistics industry.

It includes compiling, verifying and recording payroll data and organising the payment of wages and salaries.

Work is performed under some supervision generally within a team environment.

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

Pre-requisite Unit

Not applicable.

Competency Field

L – Resource Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Compile and verify payroll data

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Pay sheets are compiled and checked for accuracy and compliance with organisational requirements
- 1.2 All earnings are authorised and calculated in accordance with defined remuneration policies and workplace procedures
- 1.3 Records of leave entitlements, leave taken, loadings and allowances are maintained

- 2 Record payroll data**
- 2.1 Gross pay and deductions are accurately calculated from information contained in relevant documents
 - 2.2 Payments due to employees are calculated within workplace timelines
 - 2.3 Details of pay identifying gross and net amounts, deductions and other details are prepared for employees
 - 2.4 Tax is calculated in accordance with Australian Taxation Office (ATO) procedures
 - 2.5 Periodic deductions are forwarded to nominated creditors within designated timelines
- 3 Organise payment of wages and salaries**
- 3.1 Methods of payment are arranged in accordance with workplace policies and procedures
 - 3.2 Wages are prepared and issued within designated timelines
 - 3.3 Records are kept and maintained in accordance with statutory requirements
 - 3.4 Security procedures are followed, and confidentiality and security of information are maintained

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIL3002A Undertake employee payroll activities.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

