



Australian Government

Assessment Requirements for FNSPAY501 Process salary packaging arrangements and additional allowances in payroll

Release: 1

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Modification History

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

Performance Evidence

Performance Evidence

Evidence of the ability to:

- assess benefits and costs to an organisation and its employees of different salary packaging models, including:
 - total remuneration package
 - gross plus superannuation
 - total employment cost
 - salary sacrifice arrangements
- identify additional allowances relating to an employee's employment conditions using required sources of information, including:
 - employment contract
 - salary sacrifice agreement
 - novated lease agreement
 - purchased leave agreement
 - organisational policies
- use a payroll system to calculate and process the impact of salary packaging arrangements and additional allowances on an employee's payments
- confirm compliance of salary packaging arrangements with applicable regulatory requirements and organisational policies and procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

The candidate must be able to demonstrate the following knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit, and to manage tasks and reasonably foreseeable contingencies in the context of the work role.

- Key features of legislation, regulations and taxation systems relevant to salary packaging arrangements and additional allowances, including those of:
 - Income Tax Assessment Act
 - Fringe Benefits Tax Assessment Act
 - Superannuation Guarantee (Administration) Act
 - Fair Work Act
 - Privacy Act
- Benefits and costs to organisations and employees of salary packaging arrangements
- Different models for salary packaging, including:
 - gross salary plus benefits
 - total employment costing
- Common types of 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 (LAFH) allowances
- External and organisational sources that can be accessed for additional information on salary packaging arrangements and additional allowances
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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the payroll field of work and include access to:

- office equipment, technology, software and consumables required to process salary packaging arrangements and additional allowances for employees in payroll systems, including:
 - organisational policies and procedures
 - payroll system
- case studies and, where available, real situations relating to the above work.

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

Links

Companion volumes are available from VETNet. -

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