



Australian Government

FNSPAY503 Process complex employee terminations 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.

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).

It applies to individuals who, within their level of authority, use specialised knowledge, systematic approaches and analytical techniques to prepare data, calculate and verify payments, and ensure compliance with regulatory requirements using established payroll systems.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory 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 using appropriate organisational sources 1.2 Obtain employee information required to process termination according to organisational procedures 1.3 Verify accuracy of information and seek clarification from sources, as required

ELEMENT	PERFORMANCE CRITERIA
2. Prepare information for termination	2.1 Identify legislation, taxation systems, regulations and codes of practice to be complied with in employment termination 2.2 Verify that employment termination process meets requirements of identified legislation, taxation systems, regulations and codes of practice 2.3 Identify and calculate various pay components relating to termination payment 2.4 Enter information required to process employment termination into payroll system and check for accuracy against source information
3. Process termination	3.1 Process employment termination in payroll system according to organisational policies and procedures 3.2 Use payroll system to process payments due to employee according to organisational and legislative requirements 3.3 Calculate tax on the various pay components according to legislative requirements 3.4 Issue ETP payment summary to employee according to legislative requirements
4. Document outcome of process and maintain information	4.1 Produce, review and store payroll records relating to employee termination according to organisational policies and security procedures 4.2 Prepare report on outcome of employee termination according to legislative requirements

Foundation Skills

This section describes those language, literacy and numeracy and employment skills that are essential to performance.

Skill	Description
Reading	Researches and analyses financial information and data from a range of sources to identify key aspects related to requirements
Writing	- Records information and completes forms accurately using correct spelling, grammar, terminology, and conventions - Uses clear language and concepts appropriate to audience to convey and clarify explicit information and requirements in written

Skill	Description
	documentation
Numeracy	Analyses financial data and performs mathematical calculations to complete requirements of complex payroll documentation
Navigate the world of work	Identifies and follows legislative and regulatory requirements and organisational policies and procedures to meet expectations of colleagues and those associated with own role
Interact with others	Selects and uses appropriate conventions and protocols when communicating with clients, colleagues and others to seek and provide information
Get the work done	- Plans, organises, schedules and implements tasks according to organisational and legislative requirements, taking responsibility for compliance - Makes critical and non-critical decisions in relatively complex situations, taking organisational and legislative requirements into consideration - Identifies and responds to problems by systematically analysing information, generating and evaluating options, and selecting the most appropriate option - Uses digital systems and programs for planning, implementing, monitoring, reporting progress, and lodging forms

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNSPAY503 Process complex employee terminations in payroll	No previous unit.	New unit.	No equivalent unit.

Links

Companion volumes are available from VETNet. -

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