



Australian Government

FNSPAY512 Process superannuation payments in payroll

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with the FNS Financial Services Training Package Version 8.0. Supersedes and is equivalent to FNSPAY502 Process superannuation payments in payroll.

Application

This unit describes the skills and knowledge required to process employee superannuation payments in payroll systems. This includes analysing and establishing parameters and systems for superannuation payments, preparing information, generating payments, and distributing and maintaining information about payments.

The unit applies to individuals who operate payroll systems and who, within their level of authority, use systematic approaches to prepare, calculate and verify superannuation payments, and ensure compliance with regulatory requirements.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Users are advised to check with the relevant state and territory regulatory authorities to confirm those 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. Establish parameters and systems for superannuation payments	1.1 Analyse and establish procedures that maintain confidentiality and security of employee payroll information 1.2 Establish default superannuation fund type in payroll system according to legislative and organisational requirements 1.3 Input data and configure systems required for organisation

ELEMENT	PERFORMANCE CRITERIA
	to meet statutory obligations to employees with regard to superannuation payments
2. Collect and prepare information	2.1 Identify industrial awards, contracts and government legislation required for calculating superannuation payments 2.2 Identify and gather employee data required to calculate superannuation payments 2.3 Consult with employee and confirm additional voluntary superannuation contributions or salary sacrifice arrangements, and include that information when calculating superannuation payment 2.4 Verify information with organisational sources and enter information into payroll system
3. Calculate and generate superannuation payments	3.1 Calculate employee superannuation payment using payroll system 3.2 Verify superannuation payment is accurate and complies with legislative obligations and organisational policies and procedures 3.3 Generate superannuation payment in payroll system
4. Distribute and maintain information about superannuation payments	4.1 Prepare reports on superannuation payments and distribute according to organisational policies and procedures 4.2 Respond to employee and employer enquiries about superannuation payments according to organisational policies and procedures 4.3 Store records of employee superannuation payments according to legislative obligations and organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Numeracy	Uses a wide range of mathematical calculations to analyse and compare numerical information
Oral communication	- Articulates information concisely using appropriate terminology, tone and style - Uses questioning and listening techniques to exchange and clarify information

SKILL	DESCRIPTION
Reading	Identifies and interprets information from organisational policies, and legislative and industry-related material
Writing	- Records data accurately using format, style and language appropriate to audience, purpose and context - Prepares specific information that clearly conveys an understanding of outcomes, and uses appropriate terminology when presenting to designated personnel
Self-management	Manages secure and private information in relation to own work, and takes responsibility for identifying and addressing risk factors
Technology	Uses the main features and functions of digital tools and payroll system software in a range of familiar and some unfamiliar contexts

Unit Mapping Information

Supersedes and is equivalent to FNSPAY502 Process superannuation payments in payroll.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for FNSPAY512 Process superannuation payments in payroll

Modification History

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Release 1	This version first released with the FNS Financial Services Training Package Version 8.0. Supersedes and is equivalent to FNSPAY502 Process superannuation payments in payroll.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- process at least two superannuation payments in payroll.

In the course of the above, the candidate must:

- calculate superannuation payments based on ordinary time earnings
- analyse and establish procedures for handling employee superannuation information according to legislative and organisational obligations
- interact with stakeholders and confirm completeness and accuracy of information required to process superannuation payments.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislative requirements and organisational policies and procedures relating to calculating superannuation payments for employees
- different types of superannuation funds and their features
- different types of superannuation payments, including:
 - employer contributions
 - salary sacrifice to superannuation
 - employee after-tax contributions
 - defined benefits
 - government co-contribution
 - superannuation guarantee charge

- eligibility requirements for employer superannuation contributions
- process for calculating employee super payment, including using payroll system
- pay items that are included in ordinary time earnings
- consequences of not reaching the maximum contributions earnings base for the quarter
- difference between concessional and non-concessional contributions and the impact on an employee of exceeding concessional superannuation cap
- guidelines for implementing an effective salary sacrifice agreement for superannuation
- effect of various forms of salary packaging on the employer requirement to meet employer superannuation contribution obligations
- impact of different types of employment contracts, legal entities and business structures on an employer's superannuation payment obligations to its employees
- consequences for an organisation of failing to comply with its superannuation payment obligations to employees.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- office equipment, technology, software and consumables required to process superannuation payments in payroll, including payroll system
- organisational policies and procedures.

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

Links

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