



**Australian Government**

# **FNSTPB402 Establish and maintain payroll systems**

**Release: 1**

## FNSTPB402 Establish and maintain payroll systems

### 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 record and prepare payroll documentation, respond to enquiries, and process payroll data for manual and computerised systems.

It applies to individuals, including BAS agents, who use a range of organisational and other specialist techniques. They may work directly for organisations or be small business owners, contractors or service providers.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet the education requirements of the Tax Practitioner Board (TPB). Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

### Unit Sector

Bookkeeping

### 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 payroll requirements                | 1.1 Assess scope of payroll services that a business activity statement (BAS) agent can provide, and identify need for independent expert advice<br>1.2 Apply knowledge of legislation in relation to National Employment Standards, and legislative requirements in regard to payroll payments<br>1.3 Research and identify relevant state and modern awards, and |

| ELEMENT                        | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                | employment agreements, regarding details to be set up in payroll system for individual employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2. Record payroll data         | 2.1 Configure payroll system with complete data provided by employee and employer<br>2.2 Review payroll data and clarify discrepancies with designated persons<br>2.3 Enter employee pay period details in payroll system in line with source data                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. Prepare and process payroll | 3.1 Conduct payroll preparation within designated timeframes and according to organisational policy and procedures<br>3.2 Use employee source data to calculate, record and reconcile payroll according to legislative requirements<br>3.3 Reconcile total payments for pay period, and review and correct irregularities or refer them to designated persons for resolution<br>3.4 Obtain authorisation of payroll and make arrangements for individuals' payments in line with organisational requirements<br>3.5 Distribute individual pay advice according to organisational and legislative requirements<br>3.6 Identify legislative and organisational requirements relevant to employment termination processes and payment, and seek advice to interpret requirements as required<br>3.7 Produce, review and store payroll records according to organisational policy and security procedures |
| 4. Handle payroll enquiries    | 4.1 Respond to payroll enquiries according to organisational and legislative requirements<br>4.2 Provide information according to organisational and legislative requirements<br>4.3 Refer enquiries outside area of responsibility or knowledge to designated persons for resolution<br>4.4 Provide additional information or complete follow-up action within designated timeframes and according to organisational policy and procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5. Maintain payroll            | 5.1 Maintain information and record keeping relating to payroll function according to current legislative and regulatory requirements<br>5.2 Prepare and reconcile month-end and year-end payroll                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| ELEMENT | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <p>records to ensure compliance with legislative and management deadlines</p> <p>5.3 Update records and systems in line with salary reviews and other changes in employment status</p> <p>5.4 Establish back-up and disaster recovery systems</p> <p>5.5 Generate and distribute payroll reports in line with organisational policy</p> <p>5.6 Extract and apply BAS and instalment activity statement (IAS) data according to legislative and regulatory requirements</p> |

## Foundation Skills

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

| Skill                      | Description                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading                    | <ul style="list-style-type: none"> <li>Reviews and compares details of information to meet requirements, and interprets and analyses an extensive range of structurally intricate texts to inform actions</li> </ul>                                                                                                                            |
| Writing                    | <ul style="list-style-type: none"> <li>Records detailed information accurately in required formats for individuals</li> <li>Prepares, produces and updates accurate payroll record information in a range of report formats to meet organisational requirements</li> <li>Produces logically sequenced texts in response to enquiries</li> </ul> |
| Oral communication         | <ul style="list-style-type: none"> <li>Participates effectively in exchanges of information using questioning and active listening to clarify details, and clear and direct language to refer problems to supervisor</li> <li>Clearly articulates responses to enquiries using language, tone and pace appropriate to audience</li> </ul>       |
| Numeracy                   | <ul style="list-style-type: none"> <li>Uses calculation skills and mathematical formulas to prepare, record, reconcile, check and report payroll data in a range of formats</li> <li>Defines timeframes in line with schedule requirements</li> </ul>                                                                                           |
| Navigate the world of work | <ul style="list-style-type: none"> <li>Takes responsibility for complying with organisational policy and procedures, and legal and regulatory requirements</li> </ul>                                                                                                                                                                           |
| Interact with others       | <ul style="list-style-type: none"> <li>Cooperates and collaborates with others as part of familiar routine activities and contributes to activities requiring joint responsibility and accountability</li> </ul>                                                                                                                                |

| Skill             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Get the work done | <ul style="list-style-type: none"> <li>Plans, organises and completes work according to defined requirements, taking responsibility for sequencing tasks to achieve efficient outcomes</li> <li>Uses systematic analytical processes in complex routine and non-routine situations, gathering information, reviewing and reconciling data, and identifying and evaluating potential solutions</li> <li>Uses digital tools to conduct research, design work processes and to complete work tasks</li> </ul> |

## Range of Conditions

*This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.*

|                                             |                                                                                                                                                                                                                                                                                       |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payroll preparation</b><br>must include: | <ul style="list-style-type: none"> <li>calculating gross pay</li> <li>calculating net pay</li> <li>preparing pay advice slips</li> <li>preparing payments</li> <li>calculating superannuation, taxation and other deductions.</li> </ul>                                              |
| <b>Payroll records</b><br>must include:     | <ul style="list-style-type: none"> <li>electronic funds transfer</li> <li>employee summary report</li> <li>end of month reports</li> <li>end of year reports</li> <li>pay advice slips</li> <li>payment summaries</li> <li>taxation reports</li> <li>termination payments.</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version              | Code and title<br>previous version               | Comments                                                    | Equivalence status |
|------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------|--------------------|
| FNSTPB402<br>Establish and<br>maintain payroll | FNSBKG405<br>Establish and<br>maintain a payroll | Updated to meet Tax Practitioners Board requirements. Minor | Equivalent unit.   |

| <b>Code and title<br/>current version</b> | <b>Code and title<br/>previous version</b> | <b>Comments</b>                                                                                                                         | <b>Equivalence status</b> |
|-------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| systems (Release 1)                       | system (Release 2)                         | editorial changes to unit title. Changes to performance criteria in Elements 1–3. Changes to assessment requirements to clarify intent. |                           |

## Links

Companion volumes are available from VETNet. -

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