

Title	Prepare computerised payroll and related administration records using payroll software		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: describe requirements of principal employment legislation in relation to payroll, and an organisation's payroll system requirements; calculate, record, and process payroll payments using payroll software; and produce payroll and related administration reports using payroll software.
----------------	--

Classification	Business Administration > Business Administration Services
-----------------------	--

Available grade	Achieved
------------------------	----------

Explanatory notes

- 1 All activities associated with this unit standard must comply with the requirements of: Health and Safety in Employment Act 1992, Injury Prevention, Rehabilitation and Compensation Act 2001, and their subsequent amendments.
- 2 Legislation relevant to this unit standard includes but is not limited to: Employment Relations Act 2000, Holidays Act 2003, Minimum Wage Act 1983, Wages Protection Act 1983, Parental Leave and Employment Protection Act 1987, Equal Pay Act 1972, Income Tax Act 2007, Human Rights Act 1993, Privacy Act 1993, District Courts Act 1947, Child Support Act 1991, Student Loan Scheme Act 2011, and their subsequent amendments.
- 3 Organisational policies and procedures include those related to confidentiality and security of information and payroll records.

Outcomes and evidence requirements

Outcome 1

Describe requirements of principal employment legislation in relation to payroll, and an organisation's payroll system requirements.

Evidence requirements

- 1.1 Legislative requirements for the calculation of remuneration and payment for employment are described in terms of their effect on the preparation of the payroll.

- 1.2 The organisation's payroll system is described in terms of how it meets legislative and compliance requirements, and organisation and employee information needs.
- Range payroll system includes – payroll computer application, policies and procedures, payroll documentation.
- 1.3 Payroll system links are described in relation to other business functions.
- Range functions include but are not limited to – accounting and finance, human resource management.
- 1.4 Security considerations are explained in accordance with organisational policies and procedures.
- Range may include but is not limited to – access to information, accuracy of information, levels of authorisation for creation or modification of payroll information, reconciliation of recorded employees with actual employees, verification of time records, method of payment of wages; evidence of four is required.

Outcome 2

Calculate, record, and process payroll payments using payroll software.

Evidence requirements

- 2.1 Employee payment calculations are completed in accordance with organisational policies and procedures, and meet legislative requirements.
- Range payment basis, allowances, employee specified deductions, gross pay, net pay, leave.
- 2.2 Payroll summary and individual payroll records are produced in accordance with organisational policies and procedures.
- 2.3 Employee payments documentation is completed in accordance with employment agreements, and organisational policies and procedures.
- 2.4 PAYE payments documentation is completed in accordance with legislative requirements.
- 2.5 Employee specified deduction payments documentation is completed in accordance with organisational policies and procedures and relevant legislative requirements.

Range payments may include but are not limited to –
external payments – student loan, superannuation, health insurance, union fees;
internal payments – social club, employee loan repayments, purchase of shares;
evidence of three is required, including at least one internal and one external payment.

Outcome 3

Produce payroll and related administration reports using payroll software.

Range reports may include but are not limited to – leave summaries, long service records.

Evidence requirements

- 3.1 Payroll and related administration reports are produced in accordance with organisational policies and procedures.
- 3.2 Specific queries related to payroll transactions and related administration reports are processed in accordance with information needs, and organisational policies and procedures.

Planned review date	31 December 2019
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 March 1993	31 December 2012
Review	2	27 June 1996	31 December 2012
Review	3	28 April 1997	31 December 2012
Review	4	28 June 1999	31 December 2012
Revision	5	12 January 2001	31 December 2012
Review	6	26 September 2005	31 December 2012
Review	7	9 December 2010	31 December 2017
Rollover and Revision	8	16 April 2015	N/A

Consent and Moderation Requirements (CMR) reference	0113
--	------

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.