

Overview

This unit is about your responsibility to control the accuracy and compliance of the payroll, to provide information to employees and managers and to implement redundancy pay procedures. You are to ensure that rates for permanent and temporary payments and deductions, including statutory payments and deductions, are correctly set in the computerised payroll system. You also need to calculate exceptional payments and ensure that directors' National Insurance contributions are deducted correctly. Throughout the unit you need to show that you maintain confidentiality of employees' personal details and that you meet organisational and statutory deadlines. To perform this unit you will need to be familiar with payments, expenses and benefits, as well as permanent and temporary allowances. You will also need to be able to act on exceptional payments such as payments not made on the due day such as late payments to new starters, or special one off bonus not paid on the normal pay day. Within a legal context you will be able to handle attachments to earnings in respect of council tax orders, Scottish arrestments of earnings, child support orders or attachment of earnings orders. When making termination payments you will be familiar with pay in lieu of notice, ex gratia payments, statutory redundancy payments, damages and restrictive covenants. It is also about providing information to management and resolving employees' queries about their pay. You need to show that you can extract data from the computerised payroll system and present information in a medium and format appropriate to the data being presented and the intended recipient. You will also need to show that you can produce reports as a word processed document and or e-mail formatted as a report or letter or memorandum, using information such as personal data, organisational data, financial data and statutory or non statutory data. It is further concerned with the implementation of redundancy pay procedures. You need to show that you calculate redundancy pay, taking into account statutory and organisational requirements. To perform this unit you will also need to deal with redundancy notices, statements of redundancy payments, service records, contracts of employment, birth certificates and be aware of organisational redundancy payment schemes. Throughout the unit you need to show that you maintain confidentiality of employees' personal details and that you meet organisational and statutory deadlines.

Performance criteria

You must be able to:

- P1 ensure the treatment of all allowances and enhancements is correctly identified with respect to tax, National Insurance and pensions deductions
- P2 update rates for permanent and temporary payments and deductions against agreed scales for each type of employee affected
- P3 calculate exceptional payments in accordance with organisational requirements, to the deadlines agreed
- P4 reconcile the National Insurance liability for directors against the National Insurance actually paid
- P5 monitor compliance with attachments to earnings legislation
- P6 ensure termination payments are processed accurately and in accordance with legislative requirements
- P7 reconcile total charges to organisational budgets against aggregate payroll totals and correctly code them for allocation
- P8 seek clarification or additional information from employees or managers where the nature of their queries is not clear
- P9 check that that individuals raising queries are authorised to receive the information they are requesting
- P10 agree all requests for information for content, medium in which data is to be presented, together with the format of the information and deadlines for the despatch of information
- P11 produce accurate information that meets the requirements agreed with the intended recipients
- P12 respond to telephone or face-to-face enquiries accurately and in accordance with the organisation's customer care requirements
- P13 refer enquiries to the appropriate person when you do not have the authority or expertise to resolve them for allocation
- P14 ensure all documentation relating to the redundancy is checked for compliance with statutory and organisational requirements
- P15 refer documentation that does not comply with statutory and organisational requirements to the appropriate person for resolution
- P16 calculate the length of reckonable service, age and value of a week's pay in accordance with statutory rules
- P17 calculate the amount of any statutory redundancy payment accurately
- P18 apply the terms of any local, non-statutory scheme to enhance the statutory payment correctly
- P19 inform the relevant pensions administrator where the redundancy is linked to pensionable retirement, calculate any abatement correctly and apply it to the final payment
- P20 input to the payroll system all sums due in respect of the redundancy in

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ways that ensure that payments will be made at the correct time and will receive the appropriate tax treatment

P21 ensure all communications relating to redundancy are conducted at an appropriate level of confidentiality

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Knowledge and understanding

You need to know and understand:

- K1 employment rights legislation in respect of redundancy rights
- K2 Industrial Tribunals legislation in respect of redundancy rights
- K3 Data Protection legislation
- K4 HM Revenue and Customs regulations in respect of: Income Tax and NI liability on pay, expenses and benefits; National Insurance regulations concerning directors; Income Tax and National Insurance regulations relating to “out of synch” payments; Income Tax and National Insurance regulations concerning termination and lump sum payments
Legislation controlling attachments of earnings and their interaction with each other
- K5 information flows within the organisation
- K6 organisational, external agency and employee requirements for information
- K7 procedures for the security and confidentiality of information
- K8 sources of information for the resolution of discrepancies
- K9 the relevant legislation including Anti-money Laundering, Data Protection, Age Discrimination, Access to Medical Records, Disclosure, Cancellation notices, and tax regulations as they pertain to pensions
- K10 the difference between giving financial advice and providing facts to the member

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Additional Information

Behaviours

1. you gather and manage information effectively, efficiently and ethically
2. you focus on results, and take personal responsibility for making things happen
3. you take pride in the quality of your work
4. you have a clear understanding of the regulatory and commercial environments within which decisions have to be taken

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