

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Administer compensation scheme
Code	106974L4
Range	Administering compensation scheme in compliance with statutory regulations and ordinances in relation to employees' compensation in respective operating markets and jurisdictions. This applies to the administration of compensation scheme for achieving and maintaining compliance for compensating employees.
Level	4
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand statutory regulations and ordinances in relation to employees' compensation in respective operating markets and jurisdictions</li> <li>• Understand legal compliance responsibilities of the organisation (e.g. maintaining employment contracts, keeping track of amendments to terms of employment) in order to design and administer compensation scheme</li> <li>• Understand the differences between chargeable (e.g. leave pay, fringe benefits, termination payments) and non-chargeable (e.g. severance payments, long service payments, jury fees) income according to statutory regulations and ordinances in relation to employees' compensation in respective operating markets and jurisdictions</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Calculate and disburse all payments in compliance with local employment ordinance</li> <li>• Seek professional advice if applicable (e.g. legal and compliance department, external consultants, vendors for international assignment services) regarding the design and administration of compensation scheme for legal and regulatory compliance</li> <li>• Collect information of the latest legislation changes in respective operating markets and jurisdictions to maintain the organisation's compensation practices in compliance</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Execute human resource audit for legal compliance in compensation / pay equity with the support of relevant departments (e.g. legal and compliance department, internal audit department)</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Adoption of payment system to disburse payments to employees on schedule.</li> <li>• Execution of information or advice seeking regarding the administration of compensation scheme for legal and regulatory compliance in respective operating markets and jurisdictions.</li> </ul>
Remark	