

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Develop and manage payroll process
Code	106977L5
Range	Developing workflow and system interface that deal with payroll accounting (e.g. calculation of monthly salaries, fixed allowances, discretionary performance bonus, stock options) and payroll administration (e.g. administration of retirement benefits, disbursements of salaries). This applies to the development and implementation of domestic and / or international payroll processing workflow and system interface, with the involvement of relevant stakeholders, to enable the organisation to run payroll process in a timely, accurate and consistent manner.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the relevant statutory regulations and employment ordinances in respective operating markets and jurisdictions • Understand common challenges of payroll administration (e.g. mis-classification of employees, poor record-keeping, breaches in confidentiality) 2. Applications and Processes <ul style="list-style-type: none"> • Develop domestic and / or international payroll processing workflow and system interface in compliance with regulatory requirements and internal policies • Set up payroll approval framework, guidelines and responsibilities, including internal control procedures for payroll (e.g. segregation of duties) • Make off-cycle payments for relevant employees in compliance with legislation, if applicable • Verify domestic and / or international payroll 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Develop audit trails to track payroll transactions that are authorised and processed appropriately • Set up internal control system for payroll (e.g. payroll notices to employees and necessary reports) • Regularly analyse payroll process to identify areas for improvement
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of domestic and / or international payroll processing workflow and system interface with relevant parties (e.g. IT department, vendors) in compliance with regulatory requirements and internal policies. • Establishment of domestic and / or international payroll approval framework, guidelines and responsibilities for appropriate segregation of duties and control responsibilities. • Execution of implementation of payroll cycle and off-cycle payments for relevant employees in compliance with legislation.
Remark	