

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Execute legal compliance and related tax treatment
Code	106979L4
Range	Completing all relevant documentations and implementing a stream of daily work in support of domestic and / or international payroll and benefits administration according to employee related ordinances and statutory regulations in respective operating markets and jurisdictions. This applies to the execution of legal compliance responsibilities of the organisation's compensation practices.
Level	4
Credit	4
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand employee related ordinances and statutory regulations in relation to payroll and employee benefits in respective operating markets and jurisdictions • Understand legal compliance responsibilities of the organisation (e.g. keeping payroll records, reporting changes in employees' terms of employment, completing Employer's Returns) • 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 employee related ordinances and statutory regulations <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Calculate and disburse all payroll transactions in compliance with legislation, including special cases (e.g. salary deduction due to causes such as absence from work, damage to or loss of the employer's equipment) • Report and make contributions to mandatory provident fund scheme or recognised occupational retirement schemes in a timely manner (e.g. enrolments for new employees, terminations of enrolments for retirees) • Comply with legislation to report and compensate for work-related injuries • Liaise with relevant parties (e.g. healthcare agent, insurance company, payroll vendor) on compensation disputes and settlement of claims, where appropriate <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Complete all relevant documentations in a timely manner • Seek professional advice (e.g. legal and compliance department, external consultants) regarding the domestic and / or international payroll and benefits administration for legal and regulatory compliance, if applicable • Collect information of the latest legislation changes to maintain the organisation's compensation practices in compliance
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of all domestic and / or international payroll activities (e.g. calculation of monthly salaries, fixed allowances, administration of retirement benefits, disbursements of salaries) in a timely, accurate and consistent manner. • Execution of report on retirement contributions and compensation for work-related injuries in a timely manner. • Execution of effective communication with relevant parties in support of domestic and / or international payroll and benefits administration.
Remark	