Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Maintain an updated payroll and benefits system
Code	106982L3
Range	Maintaining workflow and system interface in relation to 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 implementation of domestic and / or international payroll process in a timely, accurate and consistent manner and off-cycle payments for relevant employees in compliance with legislation.
Level	3
Credit	3
Competency	Performance Requirements 1. Knowledge in the Subject Area • Understand common challenges of payroll administration (e.g. mis-classification of employees, poor record-keeping, breaches in confidentiality) • Understand common payroll categories and payment process 2. Applications and Processes • Maintain domestic and / or international payroll processing workflow and system interface in compliance with regulatory requirements and internal policies • Adopt payroll approval framework, guidelines and responsibilities, including internal control procedures for payroll arrangement (e.g. segregation of duties) • Collect data for payroll calculation and check against payment justifications (e.g. overtime, shift, leave records) • Check data integrity, accuracy, confidentiality and security in payroll process • Prepare off-cycle payments for relevant employees in compliance with legislation, if applicable • Complete relevant reports related to payroll accounting for management's review in a timely manner • Check eligibility on various compensation and benefit schemes 3. Professional Behaviour and Attitude • Proactively provide assistance in developing audit trails to track payroll transactions that are authorised and processed appropriately • Proactively maintain internal control system for payroll (e.g. payroll notices to employees and necessary reports)
Assessment Criteria	The integrated outcome requirements of this UoC are: • Implementation 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. • Implementation of accuracy check during data entry for data quality and consistency as well as standard operating procedures to handle payroll data and file payroll records. • Implementation of payroll cycle and off-cycle payments for relevant employees in compliance with legislation.
Remark	