

Specification of Competency Standards of the Retail Industry

**Unit of Competency**

**Functional Area: Human Resource Management & Development**

Title	Handle salary payment
Code	105010L3
Range	This unit of competency (UoC) is applicable to staff handling salary payment in the retail industry. It covers the abilities to pay salaries accurately and punctually to all the staff of the organization according to the established procedures of the organization and under supervision.
Level	3
Credit	6 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Understand salary payment procedures <ul style="list-style-type: none"> <li>• Understand all the established salary payment and handling procedures of the organization, such as: <ul style="list-style-type: none"> <li>• Day/time for salary payment every month/period</li> <li>• Salary payment method (cash/cheque/bank transfer)</li> </ul> </li> <li>• Understand the requirements of the Labour Ordinance, such as: <ul style="list-style-type: none"> <li>• Provident fund calculations and contributions (if applicable)</li> <li>• MPF calculations and contributions (if applicable)</li> <li>• Minimum Wage Ordinance</li> <li>• Statutory holidays</li> </ul> </li> <li>• Understand the details of other staff benefits, including: <ul style="list-style-type: none"> <li>• Life insurance</li> <li>• Medical benefits</li> <li>• Disability insurance</li> </ul> </li> <li>• Understand the operation of the financial management unit of the bank handling the payroll of the organization</li> <li>• Understand the staff compensation policy of the organization</li> </ul> </li> <li>2. Handle salary payment <ul style="list-style-type: none"> <li>• Pay the salaries accurately and punctually every month/period according to the contract requirements <ul style="list-style-type: none"> <li>• Calculate salaries/bonus of the staff and put down in writing or save in computer</li> <li>• Print and issue relevant notice</li> <li>• Liaise with the financial management unit of the related bank</li> </ul> </li> <li>• Handle the provident fund/MPF contributions required by law accurately and punctually every month/period, including: <ul style="list-style-type: none"> <li>• Calculating provident fund/MPF of the staff and put down in writing or save in computer</li> <li>• Printing and issuing relevant notice</li> <li>• Liaising with relevant units (e.g. MPFA)</li> </ul> </li> <li>• Answer staff enquiries on salaries and related benefits <ul style="list-style-type: none"> <li>• Use effective methods of communication to inform the staff about the changes of remuneration and benefits policy</li> </ul> </li> </ul> </li> <li>3. Exhibit professionalism <ul style="list-style-type: none"> <li>• Ensure that salaries are paid to all staff accurately and punctually</li> <li>• Handle personal information of the staff properly and comply with the requirements of the Personal Data (Privacy) Ordinance</li> <li>• Comply with all relevant requirements of the Labour Ordinance</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• Pay the salaries and provident fund/MPF contributions to staff accurately and punctually according to the established payroll procedures of the organization; and</li> <li>• Answer staff enquiries on salaries and related benefits politely.</li> </ul>
Remark	