

## 306 Manage the payroll function

### Summary

Control the accuracy and compliance of the payroll, provide information to employees and managers and implement redundancy pay procedures.

This has been taken from the AOSG suite of national occupational standards.

You will apply the following skills:

- Planning
- Organising
- Researching
- Checking
- Communicating
- Using technology
- Reading
- Recording
- Problem solving
- Using number
- Managing time

### Performance Indicators

You will:

#### Apply management controls to the payroll function

1. Ensure the treatment of all allowances and enhancements is correctly identified with respect to tax, National Insurance and pensions deductions
2. Update rates for permanent and temporary payments and deductions against agreed scales for each type of employee affected
3. Calculate exceptional payments in accordance with organisational requirements, to the deadlines agreed
4. Reconcile the National Insurance liability for directors against the National Insurance actually paid
5. Monitor compliance with attachments to earnings legislation
6. Ensure termination payments are processed accurately and in accordance with legislative requirements
7. Reconcile total charges to organisational budgets against aggregate payroll totals and correctly code them for allocation

#### Resolve queries and produce management information

8. Seek clarification or additional information from employees or managers where the nature of their queries is not clear
9. Check that that individuals raising queries are authorised to receive the information they are requesting
10. Agree all requests for information for content, and the medium in which data is to be presented, together with the format of the information and deadlines for the despatch of information
11. Produce accurate information that meets the requirements agreed with the intended recipients
12. Respond to telephone or face-to-face enquiries accurately and in accordance with the organisation's customer care requirements
13. Refer enquiries to the appropriate person when you do not have the authority or expertise to resolve them

### Implement redundancy pay procedures

14. Ensure all documentation relating to the redundancy is checked for compliance with statutory and organisational requirements
15. Refer documentation that does not comply with statutory and organisational requirements to the appropriate person for resolution
16. Calculate the length of reckonable service, age and value of a week's pay in accordance with statutory rules
17. Calculate the amount of any statutory redundancy payment accurately
18. Apply the terms of any local, non-statutory scheme to enhance the statutory payment correctly
19. Inform the relevant pensions administrator where the redundancy is linked to pensionable retirement; calculate any abatement correctly and apply it to the final payment
20. Input to the payroll system all sums due in respect of the redundancy in ways that ensure that payments will be made at the correct time and will receive the appropriate tax treatment
21. Ensure all communications relating to redundancy are conducted at an appropriate level of confidentiality

### Knowledge

You will know:

1. The Employment Rights Act legislation in respect of redundancy rights
2. Industrial Tribunals legislation in respect of redundancy rights
3. Data Protection legislation
4. The PAYE regulations in respect of:
  - Tax and NI liability on pay, expenses and benefits
  - National Insurance regulations concerning directors
  - Tax and National Insurance regulations relating to "out of synch" payments
  - Tax and National Insurance regulations concerning termination and lump sum payments
  - Legislation controlling attachments of earnings and their interaction with each other
5. The information flows within the organisation
6. The organisational, external agency and employee requirements for information
7. The procedures for the security and confidentiality of information
8. The sources of information for the resolution of discrepancies