

S125: Calculate Pay

Overview: Calculate employees' gross and net pay, which includes:: calculating gross pay; processing entitlements and deductions; and resolving employees' queries about their pay. This standard is imported from the **FSSC Accountancy and Finance suite**.

Links: Business Resource; Finance

Specific skills:

- Checking
- Communicating
- Monitoring
- Problem Solving
- Managing time
- Using technology

Performance Indicators	Knowledge & Understanding
<ol style="list-style-type: none"> 1. Check all data and documentation relating to temporary variations for accuracy, reasonableness and proper authorisation; 2. Identify employees where action is required to ensure payment and correctly enter relevant details into the system; 3. Check rates for overtime payments against agreed scales for each type of employee affected; 4. Process temporary payments and deductions accurately and identify the appropriate tax and national insurance treatment for them as well as any effect they may have on pension contributions; 5. Process termination payments in accordance with legislative requirements; 6. Check the employment status of all employees and verify their entitlement to receive pay for the pay period; 7. Enter any applicable pre-tax deductions and all relevant statutory and non-statutory voluntary or contractual deductions into the system; 8. Produce and distribute accurate and legible payslips in accordance with statutory and organisational requirements; 9. Check net pay totals to ensure that the full range of applicable allowances and deductions has been made; 10. File source documents in a logical and orderly manner in accordance with statutory and organisational requirements; 11. Effectively resolve queries relating to pay calculations in a polite, secure and timely manner; 12. Refer enquiries to the appropriate person when you do not have the authority or expertise to resolve them; 13. Maintain the security and confidentiality of data, particularly employees' personal details or other sensitive information, at all times. 	<p>Types of Payroll</p> <ol style="list-style-type: none"> A. Negative payrolls (those where employees will be paid automatically unless action is taken to prevent payment); B. Positive payrolls (those where employees will not be paid unless individual payments are specifically instructed in the system). <p>The Statutory Framework</p> <ol style="list-style-type: none"> C. Legislation relating to payroll processing and data protection; D. Types of temporary variations; E. Sources of authorisation; F. Types of statutory additions to pay; G. Types of pre-tax deductions; H. Types of statutory and non-statutory deductions. <p>The Organisation</p> <ol style="list-style-type: none"> I. How to check that the payment due is valid and authentic; J. The organisation's procedures and timeline for initiating, making and monitoring payments; K. The organisation's signatories and authorisations procedures; L. The organisation's procedures for maintaining the security and confidentiality of information; M. Organisational, external agency and employee requirements for information; N. Sources of information for resolving discrepancies.