

Award in Payroll Fundamentals: Intake June 2021

Assessment Task: 2 Written assignments based on chosen questions	
Qualification: <i>Award in Payroll Fundamentals</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
Level: Award MQF Level 5	Student Name:
Date:	ID Number: <same no. submitted in student profile>
Assignments Deadline: 14 January 2022	
<p>Task The purpose of this unit is to develop an understanding of 2 particular topics you will write about which form part of the Payroll fundamentals.</p> <p>Note This assessment provides students with an opportunity to put into practice the relevant provisions of the law, regulations and practices in relation to the topic they choose to write about forming part of the Payroll fundamentals.</p> <p>Note <i>You should plan to spend approximately 30 hours researching each assignment question, preparing for and writing the assignment for assessment. You are expected to select the most appropriate citation method which you feel most comfortable using http://www.citethisforme.com/</i></p> <p><i>Please refer to the relevant section in the Course Resource Centre to understand what is expected from you in the assignment. Pay particular notice to the content of the Assignment Rubric.</i></p>	
<p>Choose ONE question from the following TWO questions and answer in a nominal word count of 1,700 words:</p> <p>Question 1: Outline all the entitlements which have a direct impact on family life. If you were to introduce or change any of the entitlements what would this be.</p> <p>Question 2: Your company is considering outsourcing payroll to an external payroll service provider who makes use of sub-processors to deliver the service. Write an internal report addressed to management in which you highlight which personal data is expected to be transferred to the payroll service provider and what should be included in the Data Processing Agreement to be entered into with the service provider.</p> <p>Choose ONE questions from the following TWO questions:</p> <p>Question 3: Philip and Romina are having a child. They are both past their probation period.</p> <p>They would like to maximise the time that they spend at home with their child. They need your help to understand what they are entitled to and any limitaitons set by the law.</p> <ol style="list-style-type: none"> a. You need to identify what types of leave they are entitled to and the qualifying conditions of such leave. b. If Philip and Romina had adopted instead, would anything be different? c. Would anything change if they have twins? 	

Romina gives birth to one child on the 11th December 2020. Following is information with regards to her Payroll.

- She Started maternity on the day of birth
- Her Gross Wage is of €1700 er month
- She has a Car Cash allowance of €195 per month
- Her Leave balance till the day before birth is of 168 hours
- She would like to use her maternity leave and all vacation leave available before she comes back to the office.

Create payslips from December 2020 till when she returns back to work.

The wages quoted are current

Finally give a summary of how you went about the exercise and what you felt was most challenging.

Question 4:

Using Excel Create the following Payroll from January 2021 till March 2021

- Jeremy Borg – Senior Accountant – Gross wage €40,000 including Government Bonuses – 48 hours per week – Single tax rate – Car cash allowance €195 per month and €30 mobile allowance per month. Date of employment 1st February 2021. Previous emoluments Gross €3000. Tax was calculated correctly in his previous employment.
- Silvia Bugeja – Accountant – Gross Wage €32,000 – 40 hours per week – Parent tax rate – Car Cash allowance €195 per month and €20 mobile allowance. Date of employment 20th January 2021. There was no wage during the current year from previous employment.
- Clinton Buhagiar – Sales – Basic Wage €1,500 monthly plus commission – 40 hours per week – Married Rate. Date of employment 2020
- Sandra Borg – HR - €26,000 per year Basic wage – 48 hours per week – Single Rate - €50 mobile allowance. Date of employment 2020. In January she needs to be paid for 35 hours of leave she didnt use the year before.
- Katia Smith – General manager - €55,000 per year including government bonuses – 48 hours per week – Single Tax Rate. She has €195 car cash allowance per month, €50 mobile allowance, €50 gym membership allowance. The company also pays her montly rend of €750 euro per month.
- Salvina Callejja – Cleaner – Part Time – 10 hours per week at €8.50 per hours. She works full time elsewhere. Is paid bonus and Leave on a monthly basis.

Feel free to be creative with numbers that are missing such as Commission

The wages quoted are those on their initial contract and no other agreements where done in the time being.

Following the calculation of payroll also present the FS5

Finally give a summary of how you went about the exercise and what you felt was most challenging.

Pass Mark - 50%

By submitting I confirm that this assessment is my own work

Mark:

Signature: <main assessor>

Date

Signature: <quality assurance>