

Award in Payroll Fundamentals: Intake October 2022

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: 26 January 2023	
<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 1,700 words.</p> <p>Question 1: What are the different types of employment contracts used in Malta? Explain the different features of each type. Which are the main points to be kept in mind regarding probation and termination of employment?</p> <p>Question 2: List the data subject rights under GDPR, explain each one of them and for at least 5 of the rights give an example related to Payroll processing. For the purpose of this exercise, assume that payroll services are being delivered by an external third party.</p> <p>Choose ONE questions from the following TWO questions and include a report of 500 words besides the tasks being asked for:</p> <p>Question 3: FruitCo Limited has the following employees:</p> <ul style="list-style-type: none"> • James Cranberry – Sales Assistant – Single rates of Tax – Employed on a full-time basis Gross salary of €30,000 per year (2022) + Commission Employed in 2020 – current age is 29 years • Jessica Orange – Sales Executive – Parent rates of Tax – Employed on a full-time basis Gross salary of €40,000 per year (2022) + Commission + Maximum Car Cash Allowance Employed in 2021 – 35 years old • Raphael Apple – Accounts Clerk – Parent rates of Tax – Employed on a full-time basis 	

Gross annual salary (2022) is €32,000 + Maximum Car Cash Allowance
Date of employment 1st February 2022 and is 42 years old

- Christine Pear – Secretary – Single rates of tax – works 20 hours per week on part-time basis
Gross annual salary of €12,000 per year (2022)
She was employed in 1996 and is 66 years old
- Oliver Blueberry – Director – Married rates of Tax – Employed on a full-time basis
Gross salary €60,000 per annum (2022)
Employed in 2019 and is 54 years old

Task

- Prepare all employee payslips for the period January to June 2022.
Commission amounts are as per your choice and are paid every month
- Explain how you went about your assignment and what did you find most challenging. (500 words)

Question 4:

Philip and Romina are having a child. They are both past their probation period of employment. The couple would like to maximise the time that they spend at home with their child. They are asking for your advice to understand what they are entitled to and any limitations set by law.

Task 1

- You need to identify what types of leave they are entitled to and the qualifying conditions of such leave.
- Had Philip and Romina adopted a child instead, would anything be different?
- Would anything change if they have twins?

Romina gives birth on the 11th December 2021. Information regarding her current salary and payroll is as follows:

- She started maternity on the day of birth
- Her gross wage is € 1700 per month
- She has a Car Cash Allowance of € 195 per month
- Her vacation leave balance till the day before birth is 168 hours
- She would like to use her maternity leave and all vacation leave available before she comes back to the office.

Task 2

- Create payslips from December 2021 till when she returns back to work.
- Provide a summary of how you went about the exercise and what you felt was most challenging. (500 words)

Pass Mark - 50% of total weighted score of both assignments

By submitting I confirm that this assessment is my own work

Mark:

Signature: <main assessor>

Date

Signature: <quality assurance>