

Award in Payroll Fundamentals: Intake October 2023

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: 25 January 2024								
<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 25 hours researching each assignment question, preparing for and writing the assignment for assessment.</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>								
Choose ONE question from the following TWO questions and answer in 1,700 words.								
Question 1:								
<ul style="list-style-type: none"> • What needs to be included in an employment contract and why? • What is the difference between an indefinite term contract and a definite term contract? Elaborate. 								
Question 2:								
You have been tasked to prepare a report on your company's payroll process compatibility with data privacy legislation. Prepare a 10-step checklist and for each step explain what must be carried out and for what reason. For the purpose of this exercise, assume that payroll services are being delivered by an external third party who uses an online payroll software provided by another company.								
Choose ONE questions from the following TWO questions and include a report of 500 words besides the tasks being asked for:								
Question 3:								
Breakaway Deliveries Limited has been in operation for over 15 years. Its PE No. is 534001. It has a consistent workforce, and recently added on a new employee. The current employee list is:								
Employee Name	Position	Status	Employment Date	Age	Gross Annual Salary (2023) €	Car Cash Allowance (Total Fringe Benefit) €	Other Earnings (Annual) €	Tax Status
Roger Grech	Sales Manager	Full-Time	2011	45	36,000	4,000	Commission	Single

Janice Debattista	Sales Executive	Full-Time	2016	33	30,000	2,340	Commission	Parental
Jurgen Zahra	Accountant	Full-Time	2012	56	42,000	0	Telephone Allowance €600	Parental
Charmaine Caruana	Secretary	PT 20 hours per week	2008 (NOTE 1)	66	Hourly Rate of €10.50	0	NIL	Single
Alfred Calleja	Logistics Manager	Full-Time	1 June 2023 (NOTE2)	37	28,000	5,000	NIL	Married
Stephen Xuereb	Director & CEO	Full-Time	2008	52	65,000	0	NIL	Married

NOTE 1 – Charmaine Caruana is entitled to a state pension of €11,500 per year.

NOTE 2 – Alfred Calleja was previously employed elsewhere. His FS3 shows Gross Taxable Earnings of €10,574; and FSS paid to date of €966.

Vacation Leave Days taken over the 6-month period January to June 2023 were:

Employee Name	Vacation Leave taken – Jan 23	Vacation Leave taken – Feb 23	Vacation Leave taken – Mar 23	Vacation Leave taken – Apr 23	Vacation Leave taken – May 23	Vacation Leave taken – Jun 23
Roger Grech	0	4	0	2	1	0
Janice Debattista	0	0	5	0	0	5
Jurgen Zahra	1	0	2	2	0	1
Charmaine Caruana	1	1	1	0	0	2
Alfred Calleja	n/a	n/a	n/a	n/a	n/a	1
Stephen Xuereb	0	0	10	0	0	3

Sick Leave days (consecutive) taken over the same period were:

Employee Name	Sick Leave taken – Jan 23	Sick Leave taken – Feb 23	Sick Leave taken – Mar 23	Sick Leave taken – Apr 23	Sick Leave taken – May 23	Sick Leave taken – Jun 23
Roger Grech	0	0	0	0	0	2
Janice Debattista	4	0	0	0	3	0
Jurgen Zahra	0	1	0	2	0	3
Charmaine Caruana	0	0	0	0	0	0
Alfred Calleja	n/a	n/a	n/a	n/a	n/a	2
Stephen Xuereb	0	0	0	0	0	0

Task

- Prepare all the Employee payslips (using Excel and showing the workings on a separate tab) for the period January to June 2023.
- You are to choose how much Commission is earned per month.
- Explain how you went about your assignment and which assumptions and schedules did you use. Include also any challenges you faced. (500 words)

Question 4:

Sandra and Jean were given the unexpected, lovely news that they were going to have triplets. After the initial shock and ensuing happiness, they started to plan for the coming months and years.

Jean has a full-time employment and has been with his employer for over 10 years. Sandra had changed jobs 2 years ago, and also works full-time. They wish to take the maximum allotted time available to be with their newborns.

The couple approached you as an independent consultant to advise what they are entitled to, and any limitations set by the local legislation. You need to:

- Identify what types of leave both are entitled to and the qualifying conditions of such leave.
- If Sandra and Jean had opted to adopt the children, what would have been their total entitlement?

Sandra gives birth on the 28 March 2023. The below information is required to process the payroll:

- She started her maternity leave 4 weeks before giving birth
- Her Basic Gross Annual Salary is of €20,000
- She has a car cash allowance of €195 per month
- She had brought over 40 hours of vacation leave from 2022
- She took 36 hours vacation leave in January and another 16 hours in February 2023.
- The remaining available vacation leave was taken after her maternity leave to increase her time with the triplets.

You are to prepare the payslips of Sandra from 1 February 2023, until her return back to work. Also, give a summary of the assumptions and legislation you used to prepare the task, and identify any challenges you faced. (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>