

Award in Payroll Fundamentals: Intake October 2024

Assessment Task: 2 Written assignments based on chosen questions				
Qualification: Award in Payroll Fundamentals Tuition Centre: 21 Academy Licence Number: 2018-017				
Level: Award MQF Level 5	Student Name:			
Date:	ID Number: <same in="" no.="" profile="" student="" submitted=""></same>			

Assignments Deadline: 23 January 2025

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.

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.

Note

You should plan to spend approximately 25 hours researching each assignment question, preparing for and writing the assignment for assessment.

Please ensure that you refer to 21 Academy's <u>Assignment Guidelines</u> for comprehensive information regarding the submission of your assignment. Additionally, the assignment submission form must be included with your completed work, clearly indicating which question you have chosen to answer by ticking the box next to the question number.

Choose ONE question from the following TWO questions and answer in 1,700 words.

Question 1:

Identify the items that by law need to be included in an employee's payslip.

Question 2:

Explore the impact of the General Data Protection Regulation (GDPR) on payroll processing, with particular focus on data protection obligations, data subject rights, and compliance challenges. In your response, address the following:

1. Identify the key GDPR principles and explain how they apply to payroll data processing.

2. Outline the rights of data subjects under GDPR and illustrate at least three of these rights with examples relevant to payroll processing.

Choose ONE questions from the following TWO questions and include a report of 500 words besides the tasks being asked for:

Question 3:

Cambridge Design Solutions Limited has been in operation since 2012. Its PE No. is 891021. It is owned by the Degiorgio family and has been able to hold on to its employees for a considerable time. Recently, an employee resigned, and a new one was recruited.

Its current workforce is:

Employee	Position	Status	Employment	Age	Gross	Car Cash	Other	Тах
Name		Date		Annual	Allowance	Earnings	Statu	
					Salary	(Total	(Annual) €	

					(2024) €	Fringe Benefit)€		
Clyde Degiorgio	Director & CEO	Full- Time	2012	55	75,000	0	NIL	Married
Grace Grima	Sales Manager	Full- Time	2013	46	42,000	4,000	Commission of €2,400	Single
Michele Vella	Sales Executive	Full- Time	2016	31	30,000	2,340	Commission of €1,800	Parental
Jesmond Falzon	Accountant	Full- Time	2013	36	36,000	0	Telephone Allowance €600	Parental
Sandra Theuma	Secretary	PT 20 hours per week	2014 (NOTE 1)	66	Hourly Rate of €11.00	0	NIL	Single
George Zammit	Stores Manager	Full- Time	1 May 2024 <i>(NOTE 2)</i>	30	24,000	1,800	NIL	Single
Kyle Azzopardi	Logistics Manager	Full- Time	2012 (NOTE 3)	45	36,000	4,000	NIL	Married

NOTE 1 – Sandra Theuma is entitled to a state pension of €12,000 per year in 2024. **NOTE 2** – George Zammit was previously employed elsewhere. His FS3 shows Gross Taxable Earnings of €10,570; and FSS paid to date of €1,734.

NOTE 3 – Kyle Azzopardi left the Company on 31 May 2024.

Vacation Leave Days taken over the 6-month period January to June 2024 were:

Employee Name	Vacation Leave taken – Jan 24	Vacation Leave taken – Feb 24	Vacation Leave taken – Mar 24	Vacation Leave taken – Apr 24	Vacation Leave taken – May 24	Vacation Leave taken – Jun 24
Clyde Degiorgio	0	3	0	3	0	1
Grace Grima	0	0	8	0	0	2
Michele Vella	2	0	3	1	0	1
Jesmond Falzon	0	3	1	0	0	1
Sandra Theuma	0	0	0	0	0	2
George Zammit	n/a	n/a	n/a	n/a	0	1
Kyle Azzopardi	3	0	0	0	4	n/a

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

Employee Name	Sick Leave taken – Jan 24	Sick Leave taken – Feb 24	Sick Leave taken – Mar 24	Sick Leave taken – Apr 24	Sick Leave taken – May 24	Sick Leave taken – Jun 24
Clyde Degiorgio	0	0	0	0	0	0
Grace Grima	2	0	0	3	0	0
Michele Vella	0	2	0	0	0	1
Jesmond Falzon	0	0	4	0	0	0
Sandra Theuma	0	0	0	0	0	2
George Zammit	n/a	n/a	n/a	n/a	0	2
Kyle Azzopardi	1	0	2	4	0	n/a

Task

- Prepare all the Employees' monthly payslips (using **Excel** and showing the workings on a separate sheet) for the period January to June 2024.
- You are to use the 2024 calendar to calculate the Social Security contributions, if any, and the Tax Rates applicable during the year.
- Include all the statutory required information on the payslip and choose any company logo and address you wish.
- 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:

Write an essay of 1,700 words explaining the different Social Security Contributions and Tax rates applicable to Maltese employees under the current legislation. You are to delve in detail on the different SSC brackets, the types of tax charged and also describe the Maternity Fund Contributions that have to be levied on the Employer.

You are also expected to highlight the different scenarios when such SSC and Tax rates are applicable and include examples and workings to back your arguments.

You are to use 2024 as the reference year and provide detailed references to the various Acts.

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=""></main>				
Date	Signature: <quality assurance=""></quality>				