

Award in Payroll Fundamentals: Intake February 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:
Assignments Deadline: 30 April 2021	
<p>Task</p> <p>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</p> <p>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</p> <p><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>Choose ONE question from the following TWO questions and answer in a nominal word count of 1,700 words:</p> <p>Question 1:</p> <p>What types of contracts of employment do we have in Malta and explain the details pertaining to a definite period contract? Furthermore, what are the employment rights including any leave entitlements and rights surrounding termination of employment of an employee who is pregnant?</p> <p>Question 2:</p> <p>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.</p> <p>Choose ONE questions from the following TWO questions:</p> <p>Question 3:</p> <p>Peter has started a new job on the 1 November 2020 at a Basic wage of €1,500 per month. He also was given the maximum car cash allowance for a year calculated on a basis of January to December.</p> <p>Calculate his salary for the Months of January 2021 till June 2021.</p> <p>Produce payslips to reflect these months.</p>	

Following is some more information that you need for computing Payroll:

1. Peter had 4 consecutive days of sick in January.
2. He took two days of Leave in February.
3. In May, his commission of €3,000 was paid off.

Finally give a summary of around 500 words on how you went about the exercise and what you felt was most challenging.

Question 4:

Sarah is pregnant and her due date is calculated to be 1st June 2021. The company has a policy to do a maternity and post-natal agreement with the employees and following is what they have agreed:

1. Maternity will start before birth to the maximum of what the company is allowed by law.
2. Sarah will be taking the maximum allotted time available to be with her child.
3. She has a brought forward leave of 100 hours from 2020.
4. She used 40 hours of leave in 2021.
5. Her Basic wage is of €2,000 per month.
6. She will return on reduced hours (30 hours per week).

Create her payslips from the 1st month of her maternity leave till the first month that she physically returns to work.

Finally give a summary of around 500 words on 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>