

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: 20 August 2021	
<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>Choose ONE question from the following TWO questions and answer in a nominal word count of 1,700 words:</p> <p>Question 1: Joe Brown, your employer asks you to write a summary of the Working Time Regulations, including an explanation on the scope behind this law. He also wants to know all the relevant information pertaining to annual leave emanating from Maltese law including (but not limited to) provisions dealing with forced leave, leave carried forward etc. Write a report with all the information Mr. Brown is asking for.</p> <p>Question 2: List the 6 lawful bases for processing under GDPR, explain each one of them and for at least 4 of the lawful bases give an example related to Payroll processing. Also explain why consent cannot be used as ground for processing in an employment relationship.</p> <p>Choose ONE questions from the following TWO questions:</p> <p>Question 3: Luke & Penelope are expecting twins. Penelope has been with her employer for 2 years and while John has been with his employer for 5 years. They would like to take the maximum allotted time available to be with their children. They need your help to understand what they are entitled to and any limitations set by the law.</p> <ol style="list-style-type: none"> a. You need to identify what types of leave Penelope is entitled to and the qualifying conditions of such leave. b. If Luke & Penelope had adopted Children instead, what are their total entitlement? <p>Penelope gives birth on the 15th March 2021. Following is her information with regards to her payroll.</p> <ul style="list-style-type: none"> • She started her Maternity leave 2 weeks before giving birth • Her Basic wage is of €1500per month • She also has a car cash allowance of €195 per month • She had 30 hours of accumulated leave from 2020 	

- She used 32 hours of vacation leave in 2020 (24 in January and the rest in February)
- She used her maternity leave and decided to use all her leave accumulated to increase her days with the children.

Create her payslips from 1st February till the month she physically returns back to work.

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 to June

- Philip Borg – Sales – Basic wage €13000 + Commission – 40hrs/wk – Married tax rate
- Albert Galea – Marketing – Basic Wage €21000 – 48 hrs/wk – Single tax rate. He terminated his employment on the last working day of February 2020. He gave his notice as per law. No Leave had been used in 2020
- Maria Deguara – Sales – Basic wage €13000 + Commission – 40hrs/wk – Parent tax rate
- Fiona Sammut – HR – Basic wage €30,000 she is on FT but is currently working on 35hour week – Parent tax rate
- Sandra Caruana – Accounts - €33,000 including Government bonuses - 48 hours per week - single tax rate. She has also €195 per month car cash allowance and €20 mobile allowance.
- Amy Briffa – Manager - €60,000 including government bonuses – 48 hours per week – Single tax rate. She also has €195 per month in car cash allowance, €50 mobile allowance, €50 gym membership. The company also pays his monthly rent of €600 per month. He started working with the company on the 12th March 2020. His previous employment ended on the 6th March 2020 and she earned €10,000 during his period there. His tax was correctly calculated and had no benefits
- Salvu Fenech – Cleaner – part time casual worker at €8.50 per hour. He has a separate full time job.

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

They have no leave brought forward from 2020.

Following the calculation of payroll also present the FS5 and payroll report for each month.

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>