

**MARKING FOR PRINTOUTS**

**TASK 1 TOTAL 4 MARKS**

Award 1 mark each for the correct print out of the Tax and NIC Legislation

Award 2 marks for the Company Details Report, deducting ½ mark for each error up to a maximum of 2 marks. **Tip: candidates should check their spellings**

**TASK 2 TOTAL 10 MARKS**

Award 1 mark each for correct print out of Employee Details: Personal & Deductions (2 marks)

**Employee Details – Personal: (6 marks)**

Allocate 2 marks per employee deducting ½ mark for each incorrect answer to a maximum of 2

**Tip: candidates should check their spellings, NI code and Tax Code must be correct**

**Employee Details – Deductions: (2 marks)**

Allocate 1 mark per employee provided they match the Model Answers.

**Tip: this report must only show those employees that have a deduction and must also show the amount of the deduction for each employee – candidates will lose 1 mark if all employees are shown and 1 mark if there are no amounts shown for the employees**

**TASK 3 TOTAL 10 MARKS**

**Payment Summary Part 1 (7 Marks)**

For each COLUMN TOTAL award 1 mark for each of the following correct entries (must match MA's):

Total Gross Pay      PAYE      EE's NIC      Post Tax Deduction      Net Pay      **5 Marks**

Award a further 1 mark for each employee's Net Pay **2 Marks**

**Payment Summary Part 2 (2 Marks)**

For each TOTAL award 1 mark for each of the following correct entries (must match MA's):

EE's & ER's NIC ER's NIC

Award **1 Mark** for the **Cash Analysis Printout** (must show the **total** for all employees)

**Tip: own figures are not allowed in this question as candidates are given the gross pay, they must check that they have transferred the figures from the answer book correctly**

**TASK 4 6 MARKS**

Allocate 3 marks to each employee's personal details, deducting ½ mark for each incorrect answer to a maximum of 3 per employee

**TIP: Check that the correct NI Category, Tax Code and P46 statement has been used.**

**TASK 5 26 MARKS**

**Gross Pay table (6 Marks) Tip: Complete all the required boxes**

**Timesheet (1 Mark) Tip: Total hours must be added up**

**Payment Summary Part 1 (9 Marks)**

For each COLUMN TOTAL award 1 mark for each of the following correct entries (**must match MA's**):

Total Gross Pay PAYE                  EE's NIC                  Post Tax Deduction                  Net Pay                  **5 Marks**

Award a further 1 mark for each employee's Net Pay **4 Marks**

**Tip: own figures are allowed for the individual net pay, provided the wages have been processed correctly and the candidate has copied their figures correctly from the answer booklet**

**Payment Summary Part 2 (2 Marks)**

For each TOTAL award 1 mark for each of the following correct entries (**must match MA's**):

EE's & ER's NIC ER's NIC

**Cash Analysis (1 Mark)**

1 mark if all weekly employees shown, own figures allowed, (**the report must have a total**).

**Payslips (5 Marks)**

Award **1 Mark each** for Debbie, Becky and Jules Payslips provided the Net Pay matches MA's, award ½ mark for own figures.

Award **2 Marks** for **Frank's Payslip** provided his Holiday Pay and Payment in Arrears are shown on separate lines (**own Figures accepted**).

**P45 (2 Marks)**

Award **2 Marks** for **Frank's P45** provided Gross Pay To Date and Tax To Date match MA's (this shows that the candidate has updated before printing the P45).

**Tip: candidates must update before printing the p45, they must have also updated week 1 before processing week 2 as this will affect the figures on the p45 and no marks will be allowed.**

**TASK 6 11 MARKS**

**Payment Summary Part 1 (6 Marks)**

For each COLUMN TOTAL award 1 mark for each of the following correct entries

**(must match MA's): 5 Marks**

Total Gross Pay      PAYE      EE's NIC      Post Tax Deduction      Net Pay

Award a further 1 mark for Viktor's Net Pay 1 Mark

**Tip: candidate's own figures are allowed for the individual net pay provided the wages have been processed correctly**

**Payment Summary Part 2 (2 Marks)**

For each TOTAL award 1 mark for each of the following correct entries **(must match MA's):**

EE's & ER's NIC ER's NIC 2 Marks

Award 1 Mark for the **BACS Printout (must show the Total Amount to pay).**

Award 2 Marks for **Viktor's Payslip** provided his Bonus is shown on a separate line, and his new Tax Code is shown. **Deduct 1/2 mark if own figure for Net Pay**

**TASK 7 (8 Marks)**

**a) Why is it important to "Back Up" your work? (2 marks)**

It is important to back up your work to ensure that you have an **accurate record** of the latest payroll and employee information so that **if errors have been made** or the **computer fails or is stolen** the payroll records can be restored accurately to the last processing date

**b) Explain, step by step, how to "Restore" your work? (3 marks)**

From the **File menu**, choose **Restore**, the **Restore Wizard** appears, listing details of your previous backups.

**Select the back up** you want to restore, then **click Next**. If you don't select a backup to restore, the Path box is not automatically populated and **you'll need to browse** to the file you require.

A list appears displaying the different types of files that can be restored. For example, **data files, RTI or report files**.

**Ensure Data Files and RTI Files are selected**. If the backup has any other types of file that you want to restore at the same time, select these now.

Ensure that the Path box contains the **location and name of the backup** you want to restore. If the details are not correct, click Browse to change them, **Click Finish**.

When the **restore is complete, click OK**, the Sage Payroll Log On window may appear and you will need to enter your user name and password, then click OK.

**UNIT: L1 COMPUTERISED PAYROLL ADMINISTRATION**

**c) Identify the minimum employee data required in order to process the payroll.**

**(2 marks)**

Employee's full name including all given names  
National Insurance Number  
Date of birth  
Employee's full address and postcode  
Start date  
Tax Code  
Payroll ID number

**d) What form must be submitted to HMRC before the employees are paid each pay period? (1 mark)**

FULL PAYMENT SUMMARY (FPS)

**Tips: with the answers to part a and b of this task, the candidate needs to demonstrate that they understand the question as well as explain how or why they need to do a backup/restore. It is not acceptable to just copy the steps straight from the wizard.**

**When marking the paper I am looking for the candidate to state as many of the points marked in bold as possible to get the full marks.**

**Part c must show all the points to get maximum marks, most candidates forget the Payroll ID.**

**In part d the candidate only needs to give the name of the report that is required here, not a long explanation**