

198 Exam ID
1450 Exam ID

Model Answer Booklet for the following Qualifications:

197: Level 1 Award in Computerised Payroll QCF: 60061352
1400: Level 1 Certificate in Payroll QCF: 60104740
1410: Level 1 Award in Computerised Payroll QCF: 60107339

Time Allowed 1 Hour 30 Minutes

FOR USE BY ASSESSOR ONLY:

IAB ID	Units covered	Possible marks
198	Computerised Payroll Administration L5040956	75
1406	Computerised Payroll Administration: T5051157	

UNIT: COMPUTERISED PAYROLL ADMINISTRATION

TASK 1

Below is the correct legislative information for Income Tax and National Insurance Contributions. This must be checked before you start the paper.

INCOME TAX

Rates:	Basic Rate	20%	
	Higher Rate	40%	
	Additional Rate	45%	
Bandwidths:	From £0.01	to £32,010	20%
	From £32,010.01	to £150,000	40%
	From £150,000.01	to Excess	45%
'K' Code regulatory limit	50%	Emergency code	944L

NATIONAL INSURANCE CONTRIBUTIONS

Table A - NI Rates:

Description	Annual Bandwidths £	Employer %	Employee %
Standard Rate Contributions (Secondary Threshold)	£5,668.01 to £7,696	0.00	0.00
Standard Rate Contributions (Secondary Threshold)	£7,696.01 to £7,755	13.80	n/a
Standard Rate Contributions (Primary Threshold)	£7,755.01 to £40,040	13.80	12.00
Standard Rate Contributions	£40,040.01 to £41,450	13.80	12.00
Standard Rate Contributions	£41,450.01 to Excess	13.80	2.00

Table C - NI Rates:

Description	Annual Bandwidths £	Employer %	Employee %
Standard Rate Contributions (Secondary Threshold)	£5,668.01 to £7,696	0.00	0.00
Standard Rate Contributions (Secondary Threshold)	£7,696.01 to £7,755	13.80	0.00
Standard Rate Contributions (Primary Threshold)	£7,755.01 to £40,040	13.80	0.00
Standard Rate Contributions	£40,040.01 to £41,450	13.80	0.00
Standard Rate Contributions	£41,450.01 to Excess	13.80	0.00

UNIT: COMPUTERISED PAYROLL ADMINISTRATION

Task 3

GROSS PAY CALCULATIONS FOR PAYMENT WEEK 1 ON THE 11th APRIL 2013 (Not Marked)

Employee	Basic Hours	Basic Pay £	Overtime Rate £	Overtime hours	Total overtime pay £	Gross Pay £	Savings Scheme £
Debbie James	37.5	287.63	9.59	3.25	31.17	318.80	15.00
Frank Spencer	20	153.40	N/A	0	N/A	153.40	0.00

Task 5

GROSS PAY CALCULATIONS FOR PAYMENT WEEK 2 ON THE 18th APRIL 2013 (6 Marks)

Employee	Basic Hours	Basic Hourly Rate £	Basic Pay £	Overtime Rate £	Overtime hours	Total overtime pay £	Week In Arrears £	Holiday Pay £	Gross Pay £	Savings Scheme £
Debbie James	37.5	7.67	287.63	9.59	4.5	^{1/2} 43.16			¹ 330.79	15.00
Frank Spencer	20	7.67	153.40	N/A	0	N/A	^{1/2} 153.40	^{1/2} 115.50	¹ 422.30	0.00
Becky Mills	20	6.49	129.80	8.00	3	24.00			¹ 153.80	0.00
Jules Thompson	33	7.63	^{1/2} 251.79	N/A	N/A	N/A			¹ 251.79	15.00

Task 5 – Continued (1 Mark)

BARRY'S BAZAAR					
TIME SHEET					
NAME: JULES THOMPSON			Week Ending: 14 th April 2013		
	AM IN	AM OUT	PM IN	PM OUT	DAILY TOTAL HOURS
MONDAY	0730	1130	1430	1830	8
TUESDAY	0800	1300	1500	1830	8½
WEDNESDAY	DAY OFF	DAY OFF	DAY OFF	DAY OFF	0
THURSDAY	0700	1200	HALF	DAY	5
FRIDAY	0800	1330	1600	1800	7½
SATURDAY	0730	1130	HALF	DAY	4
SUNDAY	DAY OFF	DAY OFF	DAY OFF	DAY OFF	0
TOTAL HOURS					1 33

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 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 or report files.

Ensure Data Files is 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 appears.

Enter your user name and password, if needed, then click OK. The user name and password are those that were in use at the time when the backup was taken; for example, if you have changed your password since making the backup, you'll need to use your original password to log in after restoring.

The contents of the backup file is now available in your software.

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)

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.

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

Employee Details – Deductions: (2 marks)

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

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): 5 Marks

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

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)

UNIT: COMPUTERISED PAYROLL ADMINISTRATION

TASK 4 6 MARKS

Allocate 3 marks to each employee's personal details, deducting 1/2 mark for each incorrect answer to a maximum of 3 per employee (note, Tax Code and P46 statement must match MA's)

TASK 5 26 MARKS

See Page 2 for individual marks for **Gross Pay table** (6 Marks)

See Page 3 for mark for **Timesheet** (1 Mark)

Payment Summary Part 1 (9 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
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Award a further 1 mark for each employee's Net Pay (own figures accepted, if processed correctly) 4 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
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Cash Analysis (1 Mark)

1 mark if all column totals and Net Pay match MA's.

Payslips (5 Marks)

Award 1 Mark each for Debbie, Becky and Jules Payslips provided the Net Pay matches MA's.

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).

UNIT: COMPUTERISED PAYROLL ADMINISTRATION

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**

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, (must match MA's) and his new Tax Code.

TASK 7 8 MARKS

See page 4

UNIT: COMPUTERISED PAYROLL ADMINISTRATION

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