

## ANSWER BOOKLET ID 367

### Qualifications:

Level 3 Certificate in Payroll

Accreditation No: 500/9358/7

Level 3 Award in Computerised Payroll

Accreditation No: 500/9359/9

### Examination:

Unit: Computerised Payroll Administration

**JANUARY 2012**

<b>Student Number:</b>	
<b>Candidate Number:</b>	
<b>Name of Exam Centre:</b>	

**CANDIDATES SHOULD NOTE THAT ALL ANSWERS SHOULD BE COMPLETED IN BLUE OR BLACK INK**

#### FOR USE BY ASSESSOR ONLY:

Task	1	2	3	4	5	6	7	8	9	Total
Marks	5	25	30	5	35	35	10	5	10	160

IAB I/D	Units covered	Possible marks	Actual marks	Pass or Fail (70%)
367	Computerised Payroll Administration – T/601/8171			



**UNIT: COMPUTERISED PAYROLL ADMINISTRATION****TASK 3****GROSS PAY CALCULATIONS FOR PAYMENT WEEK ENDING 25<sup>TH</sup> NOVEMBER 2011 (WEEK 34)****WORKING SHEET ONLY - UN-MARKED**

<b>Employee</b>	<b>Basic Weekly Pay</b>	<b>Overtime Hours</b>	<b>Overtime Pay</b>	<b>Holiday Pay</b>	<b>SAP</b>	<b>Gross Pay</b>	<b>Payroll Giving (3%)</b>	<b>Savings Scheme</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Jonas Mikail	310.88	4	41.44			352.32		10.00
Brendan Porter	321.00	6	64.20			385.20	9.63	
Sean Jarvis	306.75	0	0.00			306.75	9.20	
Steven Lincoln	353.63	5	58.95			412.58	10.61	10.00

**UNIT: COMPUTERISED PAYROLL ADMINISTRATION**

**TASK 5**

**SUMMARY OF GROSS PAY FOR MONTH 8 – TO BE PAID 30TH NOVEMBER 2011**

<b>Employee</b>	<b>Monthly Salary</b>	<b>Salary Increase</b>	<b>Commission (Based on new salary)</b>	<b>Key Holder Allowance</b>	<b>SSP</b>	<b>Total Gross Pay</b>	<b>Employee Pension</b>	<b>Payroll Giving (3%)</b>	<b>Savings Scheme</b>	<b>Total Taxable Pay</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Craig Casey	3750.00									
Barbara Casey	3333.33									
Joanna James	2250.00									
Gina Mallick										

**UNIT: COMPUTERISED PAYROLL ADMINISTRATION****TASK 6****GROSS PAY CALCULATIONS FOR PAYMENT WEEK ENDING 2<sup>nd</sup> DECEMBER 2011 (WEEK 35)**

<b>Employee</b>	<b>Basic Weekly Pay</b>	<b>Overtime Hours</b>	<b>Overtime Pay</b>	<b>Holiday Pay</b>	<b>SPP</b>	<b>Gross Pay</b>	<b>Payroll Giving (3%)</b>	<b>Savings Scheme</b>
	<b>£</b>	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Jonas Mikail	310.88	0						
Brendan Porter	0.00	0					3.86	
Sean Jarvis	306.75	3					9.20	
Steven Lincoln	353.63	6					10.61	10.00

**UNIT: COMPUTERISED PAYROLL ADMINISTRATION**

**TASK 7**

**PAYROLL SUMMARY SHEET FOR NOVEMBER 2011 (MONTH 8)**

<b>Employee</b>	<b>Gross Pay</b>	<b>Income Tax</b>	<b>Employee NIC</b>	<b>Employee Pension</b>	<b>Pre Tax Deductions</b>	<b>Post Tax Deductions</b>	<b>Net Pay</b>	<b>Employer NIC</b>	<b>Employer Pension</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Craig Casey									
Barbara Casey									
Joanna James									
Gina Mallick									

**UNIT: COMPUTERISED PAYROLL ADMINISTRATION**

**TASK 8**

**PENSION SUMMARY FOR NOVEMBER 2011**

<b>Month No.</b>	<b>Employee</b>	<b>Total Pensionable Pay</b> <i>£</i>	<b>Employee Pension</b> <i>£</i>	<b>Employer Pension</b> <i>£</i>	<b>Total Pension Contribution</b> <i>£</i>
<b>8</b>	C Casey				
<b>8</b>	B Casey				

**ALTERNATIVELY, HAVE YOU PRINTED AN APPROPRIATE REPORT FROM YOUR COMPUTERISED SOFTWARE PACKAGE AND ATTACHED IT?**

**Y/N (PLEASE CIRCLE)**

**UNIT: COMPUTERISED PAYROLL ADMINISTRATION**

**TASK 9**

a) Why is it so important to carry out regular Back Ups?

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b) How often should you carry out a Back Up particularly when using a computerised payroll system?

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**UNIT: COMPUTERISED PAYROLL ADMINISTRATION**

c) Explain why it is necessary to have Data Security and how it would be carried out in relation to a computerised payroll system.

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d) Explain briefly how you would be able to check that the payments given on a P32 are correct.

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