Award in Payroll Processing

Applying for this course:

To apply for this course, you should have completed compulsory schooling up to 65 years of age and hold an MQF Level 2 qualification in Mathematics and English. In case of any difficulties regarding the entry requirements kindly contact us on ga.jobsplus@gov.mt.

Course Duration

This course is of 41 hours duration and consists of two Modules:

- Module 1 is of 15 hours duration - (including 1-hour assessment)
- Module 2 is of 26 hours duration - (including 1-hour assessment)

General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through a series of discussions and hands-on exercises. The trainer will also be holding lessons with the learners which will consists of various presentations and case studies.

This course can also be delivered online. In such cases, the learner is required to have a working camera and a working microphone

General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout each module, to assess and consolidate the learning being covered.

Module 1 Learning Outcomes- **Payroll Documentation and Data Collection**

✓ Interpret and accurately record employees' payroll data and contract terms	✓ Process termination payments accurately and on time
✓ Know the forms and documents to be filled in both at the commencement and termination of employment, and their submission to the authorities concerned on time	✓ Create required documentation using payroll computation methods/packages
	✓ Carry out tasks related to "The Final Settlement Tax Deduction System" (FSS)
✓ Payroll computation and its recording for both full time and part time employees	✓ Learn the different types of "Contracts of Employment" and the role of the DIER
✓ Draw out and enter data from time sheets accurately	✓ Carry out tasks to draw data from recorded leave accurately
✓ Perform tasks associated with the payroll cycle	

Module 1 Assessment: The assessment paper will be divided into 1 section:

- Section A – A mixture of multiple-choice questions and problem solving questions, which all need to be answered.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

✓ Calculate accurate national insurance contributions	✓ Conform to methods of payment as prescribed by law
✓ Comply with tax return regulations when preparing the FSS (FS3, FS4, FS5 and FS7 forms) and related documentation	✓ Run a standard report
✓ Enter the entitled fringe benefits accurately	✓ Comply with the legislation effecting the payroll process
✓ Self-check calculations and all workings	✓ Fill FSS related documentation manually or electronically and in accordance with tax return regulations
✓ Be able to compile the wage/salary payslips and FS3s at the end of the year	✓ Compile the annual FS7 and its reconciliation with FS3 and their submission

Module 2 Assessment: The assessment paper will be divided into 1 section:

- Section A – A mixture of multiple-choice questions and problem solving questions, which all need to be answered.

The duration of this assessment is of 1 hour and the pass mark is that of 45%.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 3 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 4 ECTS points are assigned.