



ASSESSOR GUIDE

FNSTPB402

Establish and maintain payroll systems

Assessment 3 of 3

Project



Assessment Instructions

Task overview

For this assessment, you will play the role of Robyn Willis, Payroll Officer for Oz Office Supplies. You must process the payroll for June 2022 using OZ Office Supplies employee data, reconcile payments for the period and respond to any payroll enquiries. At the end of June, you must prepare and reconcile month and year-end records and demonstrate your ability to maintain the payroll system according to OZ Office Supplies policy and procedures and legislative requirements.

Resources and Equipment Required:

- Access to learning materials on the learning portal
- Access to a computer, the internet and email
- Access to Microsoft Word
- Access to a six-month trial version of MYOB Business Essentials™
- OZ Office Supplies Payroll Policy & Procedures
- OZ Office Supplies Time Sheet Summary June
- Email Template
- Voice Message

This assessment task is divided into six (6) tasks. Some tasks have multiple parts. Read each assessment task carefully before typing your response in the space provided or attempting the task in MYOB.

Additional resources and supporting documents

To complete this assessment, you will need:

- Payroll Policy & Procedures - [FNSTPB402_01_Project_Payroll Policy & Procedures_V1](#) (Provided in [Assessment 1](#))
- Time Sheet Summary - [FNSTPB402_02_Project_Time Sheet Summary June_V1](#)
- Email Template - [FNSTPB402_02_Project_Email Template_V1](#)
- Voice Message – [FNSTPB402_03_Project_Email Roh Sales_V1](#)



Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Task 1

Task Summary - Process payroll

For this assessment task, you are required to finalise the payroll for the weeks ending 29/05/2022 by completing the following steps.

- a. Download and action the email from Roh Sales.

Marking Guide Assessor Instructions

- a. The student must download the email from Roh Sales and processing of the payroll for the week ending 05/06/2022.

Good morning, Kelly

Thank you for sending through the payroll verification report for the week ending 29th May 2022.

I have reviewed the payroll figures, and there appear to be no errors, duplications or omissions. Can you please go ahead and finalise the payroll, prepare the electronic payment for me to approve and email out the payslips to the staff.

Thank you.

- b. Following OZ Office Supplies Payroll Policy & Procedures finalise the payroll for the week ending 29/05/2022 and pay employees using the spend money function in MYOB.

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- b. To finalise the payroll for the week ending 29/05/2022, the student must use MYOB to:
 - process the payroll
 - email the payslips
 - report single touch payroll (STP)

The student must then pay the employees using the spend money function in MYOB by recording the following transaction.

Spend money transaction 1

Attachments (0)

Bank account*
1-1110 East Bank Account

Reference number* 1

Contact (payee)
Payroll Transfer No ABN provided

Date* 30/05/2022

Amounts are Tax inclusive
 Tax exclusive

Report to ATO via TPAR

Description of transaction
Wages WE 30/05/2022

Account *	Amount (\$) *	Quantity	Description	Job	Tax code *
1-1120 Payroll Clearing Account	1,219.15		Wages WE 29/05/2022 Alex Anderson		N-T
1-1120 Payroll Clearing Account	719.00		Wages WE 29/05/2022 Kris Cox		N-T
1-1120 Payroll Clearing Account	703.80		Wages WE 29/05/2022 Ben Xing		N-T

Subtotal \$2,641.95
Tax \$0.00
Total \$2,641.95

c. Use the snipping tool to capture a screenshot:

- of the payslips for:
 - Alex Anderson
 - Ben Xing
 - Kris Cox
- to show the date and method you issued the payslip to the employees is in line with OZ Office Supplies organisational and legislative requirements.
- to show you have reported to the ATO through single touch payroll. As we are using a fictitious entity for this assessment task, this report's status will show as rejected.

Paste the screenshots in the table below.

Marking Guide Assessor Instructions

Payroll advice report – Alex Anderson

A sample answer is provided below. If the student has not set up the employee and pay items correctly, the answer will differ from the sample answer below. Any errors made in the setup will be carried through the remaining assessment tasks.

The payslip for Alex Anderson **must agree** with the sample answer below.

OZ Office Supplies V2

ABN. 26 008 672 179

Pay Slip For: Anderson, Alex

Reference Number: 34

Payment Date: 30/5/2022

Annual Salary: \$80,000.00

Hourly Rate: \$41.0256

Pay Period From: 23/5/2022 To: 29/5/2022

GROSS PAY: \$1,550.15

Superannuation Fund: AMP MYLIFE MYSUPER

NET PAY: \$1,219.15

Memo/payslip message:

Pay employee; Alex Anderson

DESCRIPTION	HOURS	CALC. RATE	AMOUNT	YTD	TYPE
Base Salary			\$1,538.46	\$1,538.46	Wages
First Aid Allowance			\$11.69	\$11.69	Wages
Union Fee			-\$10.00	-\$10.00	Deduction
PAYG Withholding			-\$321.00	-\$321.00	Tax
Personal Leave Accrual Salary	1.44			1.44	Entitlements
Annual Leave Accrual Salary	2.88			2.88	Entitlements
Superannuation Guarantee			\$155.02	\$155.02	Superannuation Expenses

Payroll advice report – Ben Xing

A sample answer is provided below. If the student has not set up the employee and pay items correctly, the answer will differ from the sample answer below. Any errors made in the setup will be carried through the remaining assessment tasks.

The payslip for Ben Xing **must agree** with the sample answer below.

OZ Office Supplies V2

ABN: 26 008 672 179

Pay Slip For: Xing, Ben

Reference Number: 36

Classification: General Retail Industry Award [MA000004] Retail

Payment Date: 30/5/2022

Annual Salary: \$45,177.60

Hourly Rate: \$23.1680

Pay Period From: 23/5/2022 To: 29/5/2022

GROSS PAY: \$868.80

Superannuation Fund: AMP MYLIFE MYSUPER

NET PAY: \$703.80

Memo/payslip message:

Pay employee; Ben Xing

DESCRIPTION	HOURS	CALC. RATE	AMOUNT	YTD	TYPE
Base Salary			\$868.80	\$868.80	Wages
Union Fee			-\$10.00	-\$10.00	Deduction
Salary Sacrifice - \$50.00			-\$50.00	-\$50.00	Superannuation Deductions
PAYG Withholding			-\$105.00	-\$105.00	Tax
Personal Leave Accrual Salary	1.44			1.44	Entitlements
Annual Leave Accrual Salary	2.88			2.88	Entitlements
Superannuation Guarantee			\$86.88	\$86.88	Superannuation Expenses

Payroll advice report – Kris Cox

A sample answer is provided below. If the student has not set up the employee and pay items correctly, the answer will differ from the sample answer below. Any errors made in the setup will be carried through the remaining assessment tasks.

Kris Cox is a casual employee and therefore not entitled to personal or annual leave.

The payslip for Kris Cox **must agree** with the sample answer below.

OZ Office Supplies V2

ABN. 26 008 672 179

Pay Slip For: Cox, Kris

Reference Number: 35

Payment Date: 30/5/2022

Annual Salary: \$69,673.50

Hourly Rate: \$35.7300

Pay Period From: 23/5/2022 To: 29/5/2022

GROSS PAY: \$1,001.04

Superannuation Fund: AMP MYLIFE MYSUPER

NET PAY: \$719.00

Memo/payslip message:

Pay employee; Kris Cox

DESCRIPTION	HOURS	CALC. RATE	AMOUNT	YTD	TYPE
Commission			\$175.50	\$175.50	Wages
Uniform Allowance			\$3.75	\$3.75	Wages
Base Hourly	23.00	\$35.73	\$821.79	\$821.79	Wages
PAYG Withholding			-\$282.04	-\$282.04	Tax
Superannuation Guarantee			\$99.73	\$99.73	Superannuation Expenses

Date and method you issued the payslip to the employees

OZ Office Supplies Payroll Policy states:

- wages will be processed each week on Monday for the previous week
- payslips are emailed by the Payroll Officer.

The Fair Work Act requires employers to issue payslips to their employees within one day of receiving payment in a confidential manner suitable for their employment.

The pay run details must show that the payroll was processed on 30/05/2022, and the payslips were emailed.

The pay run details **must agree** with the sample answer below.

Pay run details

Pay period Start	Pay period end	Date of payment	Total net pay
Mon 23/05/2022	Sun 29/05/2022	Mon 30/05/2022	\$2,641.95

Employees

[Email pay slips](#) [Print pay slips](#)

Email 3 employees selected

<input checked="" type="checkbox"/>	Employee	Net pay (\$) ⓘ	Email	Pay slip emailed	Bank file	View pay slip
<input checked="" type="checkbox"/>	Alex Anderson	\$1,219.15	alexa@gmail.com	<input checked="" type="checkbox"/>		View PDF
<input checked="" type="checkbox"/>	Kris Cox	\$719.00	Kriscox1993@hotmail.com	<input checked="" type="checkbox"/>		View PDF
<input checked="" type="checkbox"/>	Ben Xing	\$703.80	ben.xing@outlook.com	<input checked="" type="checkbox"/>		View PDF

Single Touch Payroll Reporting

The ATO has mandated that all employers report their payroll information to the ATO through STP, with Phase 2 Single Touch Payroll reporting becoming mandatory on 1 January 2022.

The student must capture a screenshot to show that they have filed the payroll report through MYOB STP reporting for three employees.

Assessor, please note: As we are using a fictitious company for this assessment task, the report will not go through to the ATO, and the report's status will show as rejected.

Single Touch Payroll reporting

[STP reports](#) [Employee terminations](#) [EOFY finalisation](#) [ATO settings](#) [JobKeeper payments](#) [% Turnover](#) [JobMaker](#)

Payroll year

2021/22

[Send update event](#) [What's this?](#)

Pay period	Date of payment	Date recorded	Employees	Gross payments (\$)	PAYG Withholding (\$)	Status
16/05/2022 - 16/05/2022	16/05/2022	16/05/2022 2:00pm	1	0.00	0.00	Sent
16/05/2022 - 16/05/2022	16/05/2022	16/05/2022 1:59pm	1	0.00	0.00	Sent
16/05/2022 - 16/05/2022	16/05/2022	16/05/2022 1:56pm	3	0.00	0.00	Rejected

Task 2

Assume that you are provided with the timesheet summaries each week for June, as set out in the Payroll Policy and Procedures.

- Using the information provided in OZ Office Supplies Time Sheet Summary June 2022, complete all of the actions required in OZ Office Supplies Payroll Policy and Procedures to process the payroll for the weeks ending 05/06/2022, 12/6/2022, 19/6/2022 and 26/6/2022.

The Finance Manager is currently on four (4) weeks annual leave. He has authorised you to process the payroll for June.

Assessor Instructions

The student must follow OZ Office Supplies Payroll Policy and Procedures to process the payroll for the weeks ending 05/06/2022, 12/6/2022, 19/6/2022 and 26/6/2022. Students do not have to email the Finance Manager for approval for these weeks as he is on annual leave and has authorised for the wages to be paid. This information will be used to generate the BAS and also reconcile the end of month and year-end payroll records.

- b. Reconcile and pay May payroll liabilities and deductions using the spend money function in MYOB. In the table below, record the amount of each payment and outline the steps you completed reconciling the superannuation and union fees.

Marking Guide Assessor Instructions

The student must reconcile and pay the superannuation and union fees for May 2022 using the spend money function in MYOB.

In the table below, they must record the amount of each payment and outline the steps they completed to reconcile the superannuation and union fees. The student doesn't need to provide copies of the reports they generated to do the reconciliation. However, the amount they paid for superannuation and union fees must agree with the highlighted amounts.

A sample answer is provided below.

May 2022 Superannuation payment amount	\$341.63
May 2022 Union fees payment amount	\$20.00
Payroll liability reconciliation process	
Reconcile Superannuation Expense. Generated the payroll summary report for 1 May 2022 to 31 May 2022 and identified the superannuation expense for May 2022.	

Payroll summary report

01 May 2022 - 31 May 2022

Type	Pay item name	STP category	Total (\$)
Salary and wages	Base Hourly	Gross payments	821.79
Salary and wages	Base Salary	Gross payments	2407.26
Salary and wages	Commission	Gross payments	175.50
Salary and wages	Uniform Allowance	Allowance - laundry	3.75
Salary and wages	First Aid Allowance	Allowance - qualifications/certificates	11.69
Salary and wages			3419.99
Deductions	Union Fee	Deduction - union/professional assoc. fees	20.00
Deductions			20.00
Taxes	PAYG Withholding	PAYG withholding	708.04
Taxes			708.04
Superannuation Deductions Before Tax	Salary Sacrifice - \$50.00		50.00
Superannuation Deductions Before Tax			50.00
Superannuation Expenses	Superannuation Guarantee	Superannuation guarantee	341.63
Superannuation Expenses			341.63
Type	Pay item name	STP category	Total (hrs)
Salary and wages	Base Hourly	Gross payments	23.00

Generated a profit and loss report from 1 May 2022 to 31 May 2022 and identified the superannuation expense for May 2022.

Profit and loss report

Accrual mode

01 May 2022 - 31 May 2022

	Total
Gross Profit	-
6-0000 Expenses	
6-4000 Payroll	
6-4010 Salary & Wages	3,404.55
6-4020 Superannuation	341.63
6-4030 First Aid Allowance	11.69
6-4040 Uniform Allowance	3.75
Total Payroll	3,761.62
Total Expenses	3,761.62
Operating Profit	(3,761.62)
Net Profit	(3,761.62)

Confirmed the figures agreed.

Reconcile Super Payable

Generate the accrual by fund report for the period 1 May 2022 to 31 May 2022 and identify the amounts to be paid to AMP MYLIFE MYSUPER.

Accrual by fund report

01 May 2022 - 31 May 2022

Superannuation fund	Employer membership number	Fund total (\$)	
AMP MYLIFE MYSUPER	1234567	391.63	
Employee name	Employee membership number	Super type	Amount (\$)
Alex Anderson	012 002	Superannuation Guarantee	155.02
Total Alex Anderson			155.02
Employee name	Employee membership number	Super type	Amount (\$)
Ben Xing	012 876	Salary Sacrifice - \$50.00	50.00
Ben Xing	012 876	Superannuation Guarantee	86.88
Total Ben Xing			136.88
Employee name	Employee membership number	Super type	Amount (\$)
Kris Cox	012 855	Superannuation Guarantee	99.73
Total Kris Cox			99.73
Fund total			391.63
Grand total			391.63

Generate a balance sheet report for the 31 May 2022 and check the superannuation payable amount in the balance sheet report agrees with the total in the accrual by fund report.

Balance sheet report

31 May 2022

	Total
1-0000 Assets	
1-1110 East Bank Account	1,497,358.05
Total Assets	1,497,358.05
2-0000 Liabilities	
2-1350 PAYG Withholding Payable	708.04
2-1360 Superannuation Payable	391.63
2-1370 Union Fees Payable	20.00
Total Liabilities	1,119.67
Net Assets	1,496,238.38
3-0000 Equity	
3-1000 Owner's Funds Introduced/Personal Income	1,500,000.00
3-9000 Current Year Earnings	(3,761.62)
Total Equity	1,496,238.38

Reconcile Deductions

Generated the payroll summary report for 1 May 2022 to 31 May 2022 and identified the union fees expense for May 2022.

Payroll summary report

01 May 2022 - 31 May 2022

Type	Pay item name	STP category	Total (\$)
Salary and wages	Base Hourly	Gross payments	821.79
Salary and wages	Base Salary	Gross payments	2407.26
Salary and wages	Commission	Gross payments	175.50
Salary and wages	Uniform Allowance	Allowance - laundry	3.75
Salary and wages	First Aid Allowance	Allowance - qualifications/certificates	11.69
Salary and wages			3419.99
Deductions	Union Fee	Deduction - union/professional assoc. fees	20.00
Deductions			20.00
Taxes	PAYG Withholding	PAYG withholding	708.04
Taxes			708.04
Superannuation Deductions Before Tax	Salary Sacrifice - \$50.00		50.00

Generate a balance sheet report for 31 May 2022 and check the union fees payable amount in the balance sheet report agrees with the union fee deduction in the payroll summary report.

Balance sheet report

31 May 2022

	Total
1-0000 Assets	
1-1110 East Bank Account	1,497,358.05
Total Assets	1,497,358.05
2-0000 Liabilities	
2-1350 PAYG Withholding Payable	708.04
2-1360 Superannuation Payable	391.63
2-1370 Union Fees Payable	20.00
Total Liabilities	1,119.67
Net Assets	1,496,238.38
3-0000 Equity	
3-1000 Owner's Funds Introduced/Personal Income	1,500,000.00
3-9000 Current Year Earnings	(3,761.62)
Total Equity	1,496,238.38

- c. Reconcile and pay the May PAYG liability using the spend money function in MYOB. In the table below, record the amounts you would include in W1 – W5 of the Instalment Activity Statement (IAS) for May 2022.

Marking Guide Assessor Instructions

The student must reconcile the May PAYG liability and, in the table below, record the amounts they would include in W1 – W5 of the Instalment Activity Statement (IAS). After reconciling the PAYG amounts, the student must pay the PAYG liability on the 20th of June using the spend money function in MYOB. The amount they must pay is \$708.00, rounded for the ATO.

IAS May 2022

Figures used in W1 – W5 are extracted from the Payroll summary report. Before entering the amounts in the IAS, the student must reconcile the salary & wages and PAYG tax. The student doesn't need to provide copies of the reports they generated to do the reconciliation.

The students' answers must agree with the W1-W5 figures.

Payroll summary report		Profit & loss report	
Salary & Wages	<u>\$3419.99</u>	Salary & Wages	\$3,404.55
		First Aid Allowance	\$11.69
		Uniform Allowance	<u>\$3.75</u>
			\$3,419.99
Payroll summary report		Balance Sheet report	
Taxes	\$708.04	PAYG Withholding Payable	\$708.04

OZ Office Supplies V2

Profit and loss report

Accrual mode

01 May 2022 - 31 May 2022

	Total
Gross Profit	-
6-0000 Expenses	
6-4000 Payroll	
6-4010 Salary & Wages	3,404.55
6-4020 Superannuation	341.63
6-4030 First Aid Allowance	11.69
6-4040 Uniform Allowance	3.75
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Payroll summary report

01 May 2022 - 31 May 2022

Type	Pay item name	STP category	Total (\$)
Salary and wages	Base Hourly	Gross payments	821.79
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Salary and wages	Uniform Allowance	Allowance - laundry	3.75
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Salary and wages			3419.99
Deductions	Union Fee	Deduction - union/professional assoc. fees	20.00
Deductions			20.00
Taxes	PAYG Withholding	PAYG withholding	708.04
Taxes			708.04
Superannuation Deductions Before Tax	Salary Sacrifice - \$50.00		50.00
Superannuation Deductions Before Tax			50.00
Superannuation Expenses	Superannuation Guarantee	Superannuation guarantee	341.63
Superannuation Expenses			341.63
Type	Pay item name	STP category	Total (hrs)
Salary and wages	Base Hourly	Gross payments	23.00
Salary and wages			23.00
Leave	Annual Leave Accrual - Salary		5.76
Leave	Personal Leave Accrual Salary		2.88
Leave			8.64

Balance sheet report

31 May 2022

	Total
1-0000 Assets	
1-1110 East Bank Account	1,497,358.05
Total Assets	1,497,358.05
2-0000 Liabilities	
2-1350 PAYG Withholding Payable	708.04
2-1360 Superannuation Payable	391.63
2-1370 Union Fees Payable	20.00
Total Liabilities	1,119.67
Net Assets	1,496,238.38
3-0000 Equity	
3-1000 Owner's Funds Introduced/Personal Income	1,500,000.00
3-9000 Current Year Earnings	(3,761.62)
Total Equity	1,496,238.38

PAYG tax withheld

Total salary, wages and other payments	W1	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
Amount withheld from payments shown at W1	W2	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
Amount withheld where no ABN is quoted	W4	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
Other amounts withheld (excluding any amount shown at W2 or W4)	W3	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00
Total amounts withheld (W2 + W4 + W3)	W5	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00

Write the W5 amount at 4 in the Summary section below

Total W1	<p>\$3419.99</p> <p>-\$3.75 (Uniform)</p> <p>-\$50.00 (Salary Sacrifice Super)</p> <p><u>\$3366.24 (Total)</u></p> <p>Rounded down for IAS to \$3366.00.</p>
Total W2	\$708.00
Total W4	0
Total W3	0
Total W5	\$708.00

Task 3 Task Summary - Role play

To complete this assessment task, you must read the following email and then complete the following role play task. Before starting the role play:

- familiarise yourself with OZ Office Supplies Payroll Policy & Procedures
- use the link below to research how to fix underpayments by calculating how much the employee was paid and what they were entitled to be paid. You will need this information for the role play.
<https://www.fairwork.gov.au/workplace-problems/common-workplace-problems/i-think-ive-underpaid-my-employee#how-to-fix-an-underpayment>

To:	Kelly James (k.james@ozofficesupplies.com.au)
From:	Kris Cox
Subject:	Payroll Question
Date:	16 June 2022
<p>Good morning Kelly,</p>	

Welcome to OZ Office Supplies.

I have a question about my pay for the week ending 12/06/2022. My payslip indicates I worked 21 hours; however, I worked 23 hours, 7 hrs. Monday, 7 hrs. Tuesday, 9 hrs. Wednesday.

I have included a copy of my timesheet below, signed by my manager, verifying the hours.

Timesheet Details
From 30 May 2022 to 26 June 2022
OZ Office Supplies

Week Ending	Employee	Employee Group	Earnings Rate	Calendar	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
5/06/2022	Kris Cox	Sales Representative	Hourly + Casual loading	Weekly Calendar	8	7	8	0	0	0	0	23
12/06/2022	Kris Cox	Sales Representative	Hourly + Casual loading	Weekly Calendar	7	7	9	0	0	0	0	23
19/06/2022	Kris Cox	Sales Representative	Hourly + Casual loading	Weekly Calendar	9	9	8	0	0	0	0	26
26/06/2022	Kris Cox	Sales Representative	Hourly + Casual loading	Weekly Calendar	7	5	3.5	0	0	0	0	15.5
Total hours					31	28	28.5	0	0	0	0	87.5

Approved by: Peter Phillips

Position: Administration Manager

Date: 27/06/2022

Could you please rectify this, so I am paid the correct amount for this pay period?

Thank you.

Kris

Kris Cox

Sales Representative

Email: c.cox@ozofficesupplies.com.au

Address: 7 Holden Street Camperdown NSW 2482

Phone: 0408040810

www.ozofficesupplies.com.au

For this task, you will assume the role of Kelly James and record a role play meeting with another participant who will play the role of Peter Phillips, Administration Manager for OZ Office Supplies.

In this meeting, you must:

- Respond to payroll enquiries according to organisational and legislative requirements
- Provide information according to organisational and legislative requirements
- Refer enquiries outside your area of responsibility or knowledge to designated person for resolution
- Participate effectively in exchanges of information using questioning and active listening to clarify details and clear and direct language to refer the problem to supervisor

Role play instructions

The role play must include at least two participants, not exceed 15 minutes duration, and address all elements of the Observation Checklist below.

In this task, you will participate in a role play with others. These may be resourced using one of the following options:

1. A peer who you are already working with in the industry your qualification relates to.
2. A fellow student who will play the role of a team member. Please contact your fellow students via the Discussion Forum and directly coordinate your role play with them.

If you are unable to find a participant to play the role of the other team member, contact your assessor via the Discussion Forum, who will discuss options for pairing up with another student to complete this task.

Option 1: Peer participant

Should you complete this task with your peer, you must fully brief the participant, providing them with the context of the meeting, a role outline to play, and a copy of the observation checklist so that they can prepare for the recording.

The peer will need to state their name and job title at the start of the recording to inform consent.

Option 2: Fellow student participant

The fellow student participating in the recording must be provided with context to their role and responsibilities in the session and have reviewed the assessment activity and observation checklist so that they can prepare for the recording.

The student will need to state their name and that they are a student (as their job title) at the start of the recording to inform consent.

Recording instructions

Your role play must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participants at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying their name and job title to inform consent.

"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and job title."

The time taken to capture consent at the start of the recording does not count towards the recording time limit. Include this recording as part of your assessment submission.

Please note: This recording is your submission for this assessment task (Task 3). Save this recording under the following naming convention before submitting it.

yyyy_mm_dd_yourname_FNSTPB402_Recording

Observation Checklist (Role play Task 3)

Assessor Instructions

Purpose of the Task

The student must demonstrate that they can:

- 4.1 Respond to payroll enquiries according to organisational and legislative requirements
- 4.2 Provide information according to organisational and legislative requirements
- 4.3 Refer enquiries outside area of responsibility or knowledge to designated person for resolution
- Participate effectively in exchanges of information using questioning and active listening to clarify details and clear and direct language to refer the problem to supervisor

Guidance to Assessors About this Task

This role play must be completed in an environment where the conditions are typical of those working in the bookkeeping industry.

In this role play, the student is to meet with Peter Phillips, Administration Manager for OZ Office Supplies (role played by a Peer/Student), to discuss an email received by Kris Cox questioning the number of hours she has been paid for the week ending 12/06/2022.

The student must cover all the criteria in the Observational Checklist below.

Observation Checklist: Role play		
The student being assessed must....		Assessor Comment
<p>4.1 Respond to payroll enquiries according to organisational and legislative requirements</p> <p>OZ Office Supplies have a payroll policy and procedure, which includes a process for dealing with payroll discrepancies. The process for dealing with discrepancies is:</p> <ul style="list-style-type: none"> • Any apparent discrepancies (for example, discrepancies with the hours paid, the amount paid or pay rate) must be checked first with the Administration Manager. • Approval for any changes to payroll must be received in writing by the Payroll Officer before any rectifications are made. • All payroll adjustments must be documented. • When an adjustment is made to an employee's weekly pay, the employee must be contacted and advised of the change. • All payroll discrepancies must be responded to within a week by the Payroll Officer. • The underpayment amount must be paid as soon as possible as a separate payment. 	<input type="checkbox"/>	
4.2 Provide information according to organisational and legislative requirements	<input type="checkbox"/>	

<p>Peter Phillips, Administration Manager for OZ Office Supplies (role played by a Peer/Student), must ask the student two questions:</p> <ol style="list-style-type: none"> 1. How much was Kris paid, and what should she have been paid? 2. Do we need to advise Kris if we make a change to her pay? <p>The first question is to elicit information from the student on the amount the employee has been underpaid, how to correct the underpayment and their understanding of the National Employment Standards. To work out the underpayment amount for Kris Cox, the student must calculate :</p> <ul style="list-style-type: none"> • amount A = how much the employee should have been paid with respect to a particular entitlement • amount B = how much the employee was paid with respect to a particular entitlement • underpayment amount = amount A - amount B. <p>The adjustment will also include additional superannuation and PAYG.</p> <p>The second question is to elicit information from the student about OZ Office Supplies process for informing staff about changes to their pay, for example:</p> <ul style="list-style-type: none"> • Respond to Kris Cox within one week of receiving the email. • Speak with Kris Cox and explain what happened to cause the underpayment and how it has been fixed, including how the adjustment for the underpayment amount has been calculated 		
<p>4.3 Refer enquiries outside area of responsibility or knowledge to designated person for resolution</p> <p>Kris Cox has included in her email a copy of her timesheet, signed by my manager, verifying the hours.</p> <p>However, As per OZ Office Supplies Payroll Policy & Procedure, payroll discrepancies must be checked first with the Administration Manager before any adjustments are made to the number of hours recorded in the timesheet summary report</p>	<input type="checkbox"/>	
<p>Participate effectively in exchanges of information using questioning and active listening to clarify details and clear and direct language to refer the problem to supervisor.</p>	<input type="checkbox"/>	

<p>This may include:</p> <ul style="list-style-type: none"> Using business-appropriate language and terminology throughout. Using body language such as smiling and nodding to encourage participation and contribution. Using active listening techniques, paraphrasing, and open and follow-up questions to encourage discussion. 		
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Reassessment Arrangements

Students who do not correctly or adequately demonstrate the skills and knowledge required for this task will need to be given feedback. Depending on the level of their performance and the types of areas in which they did not show competence, you may:

- let them redo the task immediately after considering the feedback
- request that they undertake further learning and redo the task at a later date – in this case, provide the student with a new date for the role play to be undertaken.

Discuss timeframes for reassessment with the student when you tell them about the outcome of this role play.

Role play context for the participant (Task 3)

To prepare for this meeting, give the following role play context to the meeting participant. This will allow them to prepare and contribute to the meeting.

Role play context

In this role play, you will assume the role of Peter Phillips, Administration Manager for OZ Office Supplies. Kelly James, the Payroll Officer for OZ Office Supplies, has received the following email from an employee Kris Cox. Kelly has contacted you to discuss the email and apparent discrepancy.

<p>To: From: Subject: Date:</p>	<p>Kelly James (k.james@ozofficesupplies.com.au) Kris Cox Payroll Question 16 June 2022</p>
<p>Good morning Kelly,</p> <p>Welcome to OZ Office Supplies.</p> <p>I have a question about my pay for the week ending 12/06/2022. My payslip indicates I worked 21 hours; however, I worked 23 hours, 7 hrs Monday, 7 hrs Tuesday, and 9 hrs Wednesday. I have included a copy of my timesheet below, signed by my manager, verifying the hours.</p>	

Timesheet Details
From 30 May 2022 to 26 June 2022
OZ Office Supplies

Week Ending	Employee	Employee Group	Earnings Rate	Calendar	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
5/06/2022	Kris Cox	Sales Representative	Hourly + Casual loading	Weekly Calendar	8	7	8	0	0	0	0	23
12/06/2022	Kris Cox	Sales Representative	Hourly + Casual loading	Weekly Calendar	7	7	9	0	0	0	0	23
19/06/2022	Kris Cox	Sales Representative	Hourly + Casual loading	Weekly Calendar	9	9	8	0	0	0	0	26
26/06/2022	Kris Cox	Sales Representative	Hourly + Casual loading	Weekly Calendar	7	5	3.5	0	0	0	0	15.5
Total hours					31	28	28.5	0	0	0	0	87.5

Approved by: Peter Phillips Position: Administration Manager Date: 27/06/2022

Could you please rectify this, so I am paid the correct amount for this pay period?

Thank you.

Kris

Kris Cox
Sales Representative
Email: k.cox@ozofficesupplies.com.au
Address: 7 Holden Street Camperdown NSW 2482
Phone: 0408040810

www.ozofficesupplies.com.au

Oz Office Supplies Payroll policy and procedures include the following information:

- Any apparent discrepancies (for example, discrepancies with the hours paid, the amount paid or pay rate) must be checked first with the Administration Manager.
- Approval for any changes to payroll must be received in writing by the Payroll Officer before any rectifications are made.
- All payroll adjustments must be documented.
- When an adjustment is made to an employee's weekly pay, the employee must be contacted and advised of the changes.
- All payroll discrepancies must be responded to within a week by the Payroll Officer.
- Any underpaid amounts must be paid as soon as possible as a separate payment.

After the student has explained the email received from Kris Cox questioning the hours she has been paid, you **must** give the student verbal approval to adjust Kris Cox's pay for the week ending 12/06/2022. As the policy and procedure states, approval for any changes to payroll must be received in writing by the Payroll Officer before any rectifications are made, the student should request your approval in writing.

During the role play, you must ask the student the following questions:

1. How much was Kris paid, and what should she have been paid?

2. Do we need to advise Kris if we make a change to her pay?

As a participant in this meeting, you will need to ensure the student addresses all the demonstrated tasks listed in the **Observation Checklist**.

Please note: The student that is being assessed will be recording this meeting and submitting the recording for Task 2 of this assessment.

Task 4

Peter Phillips, Administration Manager for OZ Office Supplies, has sent you the following email.

To:	Kelly James (k.james@ozofficesupplies.com.au)
From:	Peter Phillips
Subject:	Payroll Question – Kris Cox
Date:	19 June 2022

Good morning Kelly,

Further to our discussion yesterday regarding the number of hours paid to Kris Cox for the week ending 12/06/2022. The timesheet is correct. We have underpaid her two hours.

I have spoken to Kris and let her know we will process an adjustment before the end of the financial year so that the underpaid amount is included in her payment summary for this financial year. Please action this.

Also, from 01/07/2022, Kris' employment will change from casual to permanent part-time. The details of her salary will be:

- Hourly rate - \$28.58 + commission
- Uniform Allowance \$3.75 per week
- Pro-rata Annual Leave 3/5
- Leave Loading
- Pro-rata Personal Leave 3/5

Once you have made the adjustment, please update MYOB to reflect Kris' change in employment.

Thank you.

Peter Phillips
Administration Manager
Email: p.phillips@ozofficesupplies.com.au
Address: 7 Holden Street Camperdown NSW 2482
Phone: 0408040810

www.ozofficesupplies.com.au

- a. Calculate and process the adjustment to Kris' wages for the week ending 12/06/2022. Use 27/06/2022 as the date of payment. Use the snipping tool to capture a screenshot of the adjusted payslip and paste it into the space below.

12/06/2022 Payroll Adjustment Kris Cox

Marking Guide Assessor Instructions

The student must calculate and process the adjustment to Kris Cox's wages for the week ending 12/06/2022. The adjustment must be dated 27/06/2022.

	Wages	Commission	Uniform	SG	PAYG	Net
Wages based on 21 hrs	\$750.33	\$235.00	\$3.75	\$98.54	\$278.03	\$711.05
Wages based on 23 hrs	\$821.79	\$235.00	\$3.75	\$105.67	\$303.04	\$757.50
Adjustment required	<u>\$71.46</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7.13</u>	<u>\$25.01</u>	<u>\$46.45</u>

The students' submission must agree with the payslip below.

OZ Office Supplies V2

ABN. 26 008 672 179

Pay Slip For: Cox, Kris Reference Number: 49
Payment Date: 27/6/2022

Annual Salary: \$69,673.50

Hourly Rate: \$35.7300

Pay Period From: 6/6/2022 To: 12/6/2022 GROSS PAY: \$71.46

Superannuation Fund: AMP MYLIFE MYSUPER NET PAY: \$46.45

Memo/payslip message:
Pay employee; Kris Cox

DESCRIPTION	HOURS	CALC. RATE	AMOUNT	YTD	TYPE
Base Hourly	2.00	\$35.73	\$71.46	\$3,983.90	Wages
Commission			\$0.00	\$769.00	Wages
Uniform Allowance			\$0.00	\$18.75	Wages
PAYG Withholding			-\$25.01	-\$1,331.15	Tax
Superannuation Guarantee			\$7.13	\$475.28	Superannuation Expenses

- b. Update Kris Cox's payroll details in MYOB to reflect her change in employment status. Use the snipping tool to capture a screenshot of her standard pay from 01/07/2022 and paste it into the space below.

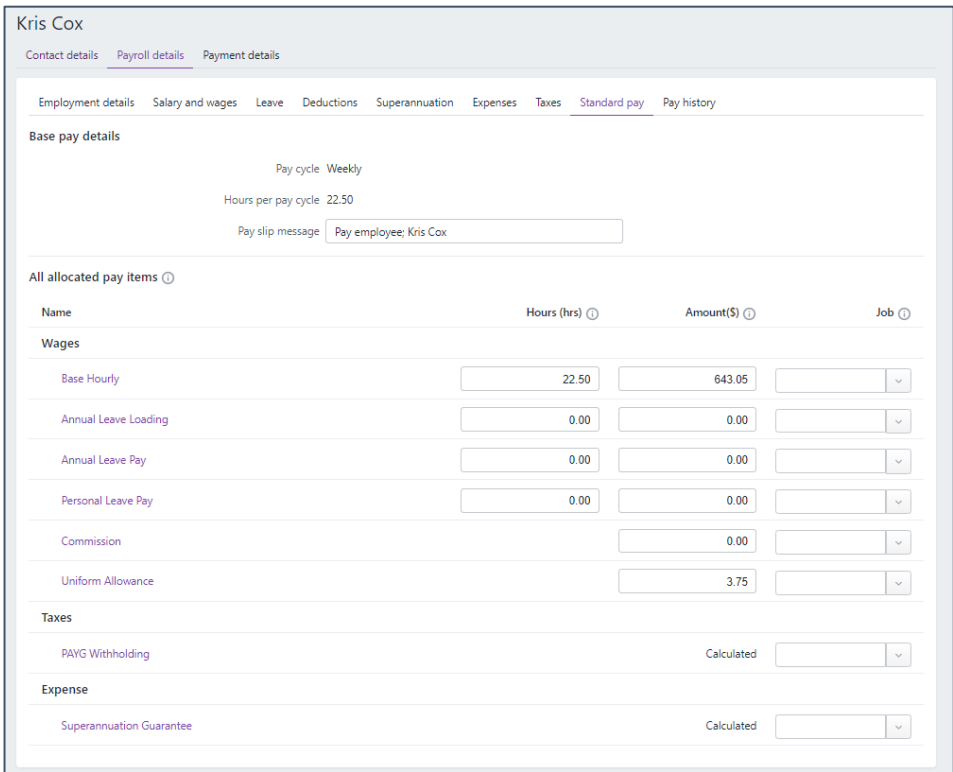
Marking Guide Assessor Instructions

The student must update Kris Cox's payroll details in MYOB and provide a screenshot of her new standard pay. The changes the student needs to make are

- Hours per pay cycle need to be updated to 22.50
- Wages need to be changed to a Base Salary of \$643.05
- Annual Leave, Annual Leave Loading and Personal Leave need to be included in Wages.

• Kris Cox Standard Pay

The students' submission must agree with the standard pay screenshot below.



The screenshot shows the 'Standard pay' tab for Kris Cox in MYOB. The 'Base pay details' section shows a weekly pay cycle with 22.50 hours per cycle. The 'All allocated pay items' table lists various components of the pay, including Base Hourly, Annual Leave Loading, Annual Leave Pay, Personal Leave Pay, Commission, and Uniform Allowance. The 'Wages' section shows a total amount of 643.05 for the Base Hourly component. The 'Taxes' section shows PAYG Withholding calculated. The 'Expense' section shows Superannuation Guarantee calculated.

Name	Hours (hrs)	Amount(\$)	Job
Wages			
Base Hourly	22.50	643.05	
Annual Leave Loading	0.00	0.00	
Annual Leave Pay	0.00	0.00	
Personal Leave Pay	0.00	0.00	
Commission		0.00	
Uniform Allowance		3.75	
Taxes			
PAYG Withholding		Calculated	
Expense			
Superannuation Guarantee		Calculated	

Task 5

- a. Using the email template below, draft an email inviting Peter Phillips, Administration Manager for OZ Office Supplies, to access your online MYOB file. Include two (2) security procedures Peter Philips can take to prevent unauthorised access and ensure payroll records are maintained according to current legislative and regulatory requirements.

[Approximate word count: 100 words]

Marking Guide Assessor Instructions

The student must draft an email inviting Peter Phillips to access the online MYOB file. The email must include the two (2) security procedures Peter can take to prevent unauthorised access to the company file and ensure payroll

records are maintained according to current legislative and regulatory requirements. Payroll security measures are listed in OZ Office Supplies Payroll Policy & Procedures.

A sample answer is provided below.

Email Template

To: p.phillips@ozofficesupplies.com.au
From: Payroll Officer
Subject: MYOB Online Access
Attachments:

Good afternoon

I have sent you an email invite to collaborate using the OZ Office Supplies MYOB Essentials file.

To accept the invitation, click on the green Accept invitation button. The invitation will expire in 10 days.

Security of payroll data and records is essential to ensure confidentiality. Once you accept the invitation, please take the following security precautions to reduce the risk of unauthorised persons gaining access to our MYOB company file:

- set up your MYOB user account with a unique password
- change your password quarterly.

If you have any questions about your invitation, contact me at Payrollofficer@ozofficesupplies.com.au

Kind regards

Name Kelly James.

Payroll Officer

7 Holden Street Camperdown NSW 2482

Phone 0408 040 810

Payrollofficer@ozofficesupplies.com.au

- b. Assume that you have been tasked to ensure a strong backup and disaster recovery system is in place. Research how to do this for MYOB, and in the table below, write a simple backup and disaster recovery procedure. Create a backup file on your desktop, as set out in your procedure.

Take a screenshot of your backup and include it in your procedure.

[Approximate word count: 70 words]

Marking Guide Assessor Instructions

The student must write a simple procedure for backup and disaster recovery. MYOB Essentials does not have a backup function to allow you to save an offline copy of the information. Any records that need to be retained for ATO compliance, ASIC, or Fair Work requirements must be downloaded and saved separately.

The student must create a backup file and include a screenshot to demonstrate it aligns with their procedure.

A sample answer is provided below.

Disaster Recovery System Procedure

All payroll reports must be printed in PDF format each week after completing the payroll processing.

A backup copy of all reports must be stored on a removable storage device.

Files must be named according to the date of the backup, i.e. Backup as of yyyyymmdd

A disaster recovery plan could relate to, for example, keeping all data in a cloud system such as that offered by MYOB.

• M > Payroll Data

Name	Status	Date modified	Type	Size
★ 20220511 Balance Sheet	✓	11/05/2022 5:48 PM	Adobe Acrobat D...	152 KB
★ 20220511 General Ledger Reports	✓	11/05/2022 5:49 PM	Adobe Acrobat D...	152 KB
★ 20220511 Payroll Verification Report	↻	11/05/2022 5:48 PM	Adobe Acrobat D...	152 KB
★ 20220511 Payslips	↻	11/05/2022 5:49 PM	Adobe Acrobat D...	152 KB
★ 20220511 Profit & Loss	✓	11/05/2022 5:49 PM	Adobe Acrobat D...	152 KB

Task 6

- a. The finance manager has sent you an end of year payroll checklist. Use the checklist to reconcile June 2022 payroll records and year-end payroll for 2021-22.

Save the 2021-2022 reports as PDF files following Oz Office Supplies policy on storage of payroll records.

Distribute copies of the 2021-2022 payroll reports to the Finance Manager (your assessor) by uploading them to the LMS with your assessment.

Marking Guide Assessor Instructions

The student must use the checklist below to reconcile June payroll records and the 2021/2022 payroll records. They must generate copies of the 2021-2022 payroll reports, save them as pdf files, and submit them with this assessment.

2021-2022 payroll reports

2021-2022 Payroll summary report

OZ Office Supplies V2			
Payroll summary report			
01 Jul 2021 - 30 Jun 2022			
Type	Pay item name	STP category	Total (\$)
Salary and wages	Annual Leave Loading	Gross payments	42.91
Salary and wages	Annual Leave Pay	Gross payments	245.19
Salary and wages	Base Hourly	Gross payments	3983.90
Salary and wages	Base Salary	Gross payments	11425.50
Salary and wages	Commission	Gross payments	769.00
Salary and wages	Personal Leave Pay	Gross payments	365.61
Salary and wages	Uniform Allowance	Allowance - laundry	18.75
Salary and wages	First Aid Allowance	Allowance - qualifications/certificates	58.45
Salary and wages			16909.31
Deductions	Union Fee	Deduction - union/professional assoc. fees	100.00
Deductions			100.00
Taxes	PAYG Withholding	PAYG withholding	3474.21
Taxes			3474.21
Superannuation Deductions Before Tax	Salary Sacrifice - \$50.00		250.00
Superannuation Deductions Before Tax			250.00
Superannuation Expenses	Superannuation Guarantee	Superannuation guarantee	1684.76
Superannuation Expenses			1684.76
Type	Pay item name	STP category	Total (hrs)
Salary and wages	Annual Leave Loading	Gross payments	7.50
Salary and wages	Annual Leave Pay	Gross payments	7.50
Salary and wages	Base Hourly	Gross payments	111.50
Salary and wages	Personal Leave Pay	Gross payments	10.00
Salary and wages			136.50
Leave	Annual Leave Accrual - Salary		21.30
Leave	Personal Leave Accrual Salary		4.40
Leave			25.70

2021-2022 Payroll register report

Payroll register report

01 Jul 2021 - 30 Jun 2022

Employee name	Salary and wages (\$)	Deductions (\$)	Taxes (\$)	Net pay (\$)	Expenses (\$)	Leave (hrs)
Alex Anderson	7,779.47	50.00	1,615.02	6,114.45	775.08	10.10
Ben Xing	4,358.19	300.00	528.04	3,530.15	434.40	15.60
Kris Cox	4,771.65	0.00	1,331.15	3,440.50	475.28	0.00
Grand total	16,909.31	350.00	3,474.21	13,085.10	1,684.76	25.70

2021-2022 Payroll activity report

Payroll activity report

01 Jul 2021 - 30 Jun 2022

Employee name	Salary and wages (\$)	Deductions (\$)	Taxes (\$)	Net pay (\$)	Expenses (\$)	Leave (hrs)
Alex Anderson	7,779.47	50.00	1,615.02	6,114.45	775.08	21.60
Ben Xing	4,358.19	300.00	528.04	3,530.15	434.40	21.60
Kris Cox	4,771.65	0.00	1,331.15	3,440.50	475.28	
Grand total	16,909.31	350.00	3,474.21	13,085.10	1,684.76	43.20

2021-2022 Profit and Loss Statement

Profit and loss report

Accrual mode

01 Jul 2021 - 30 Jun 2022

	Total
Gross Profit	-
6-0000 Expenses	
6-4000 Payroll	
6-4010 Salary & Wages	16,832.11
6-4020 Superannuation	1,684.76
6-4030 First Aid Allowance	58.45
6-4040 Uniform Allowance	18.75
Total Payroll	18,594.07
Total Expenses	18,594.07
Operating Profit	(18,594.07)
Net Profit	(18,594.07)

2021-2022 Balance Sheet

Balance sheet report

30 Jun 2022

	Total
1-0000 Assets	
1-1110 East Bank Account	1,485,795.27
Total Assets	1,485,795.27
2-0000 Liabilities	
2-1350 PAYG Withholding Payable	2,766.21
2-1360 Superannuation Payable	1,543.13
2-1370 Union Fees Payable	80.00
Total Liabilities	4,389.34
Net Assets	1,481,405.93
3-0000 Equity	
3-1000 Owner's Funds Introduced/Personal Income	1,500,000.00
3-9000 Current Year Earnings	(18,594.07)
Total Equity	1,481,405.93

2021-2022 Leave Balance Report**Leave balance report**

01 Jul 2021 - 30 Jun 2022

Employee name	Employee No.	Leave	Opening hours	Hours accrued	Hours taken	Available hours	Value (\$)
Alex Anderson	OZOS0-1	Annual Leave Accrual - Salary	0	14.4	4	10.4	426.67
Alex Anderson	OZOS0-1	Personal Leave Accrual Salary	0	7.2	7.5	-0.3	-12.31
Total Alex Anderson			0.00	21.60	11.50	10.10	414.36
Employee name	Employee No.	Leave	Opening hours	Hours accrued	Hours taken	Available hours	Value (\$)
Ben Xing	OZOS0-2	Annual Leave Accrual - Salary	0	14.4	3.5	10.9	252.53
Ben Xing	OZOS0-2	Personal Leave Accrual Salary	0	7.2	2.5	4.7	108.89
Total Ben Xing			0.00	21.60	6.00	15.60	361.42

2021-2022 Accrual by Fund Report**Accrual by fund report**

01 Jul 2021 - 30 Jun 2022

Superannuation fund	Employer membership number	Fund total (\$)
AMP MYLIFE MYSUPER	1234567	1,934.76
Grand total		1,934.76

OZ Office Supplies End of Year Payroll Checklist**Payroll Year:****Checklist Task****Tick**

Enter all pay up to 30 June

Fix any incorrect pays	
Check that all pay runs for the payroll year have been sent to the ATO (For this exercise, the status of the reports will show as rejected)	
Print Payroll register report for the period	
Print Payroll activity report for the period	
Check whether these reports agree? If not identify errors, correct and reprint reports	
Print Payroll summary report for the period	
Print Profit and loss for the period	
Print Entitlement balance for the period	
Reconcile gross wages	
Gross wages in profit and loss	
Gross wages in payroll summary	
Reconcile superannuation expense	
Superannuation payroll summary	
Superannuation profit and loss	
Reconcile super payable	
Super payable in the payroll summary	
Super payable in the balance sheet	
Reconcile PAYGW	
PAYGW in payroll summary	
PAYGW in the balance sheet	
Reconcile deductions	
Deductions in payroll summary	
Deductions payable balance sheet	

- b. In the Business Activity Statement Calculation Worksheet, record the amounts you will report to the ATO in the June 2022 BAS.

Marking Guide Assessor Instructions

The student must record the amount OZ Office Supplies must report to the ATO in the June 2022 BAS. Figures must be rounded down to the \$.

Business Activity Statement Calculation Worksheet	
Total W1	\$13489.32 -\$15.00 (Uniform) <u>-\$200.00</u> (Salary Sacrifice Super) <u>\$13274.32</u> (Total) Rounded down for BAS to \$13274.00
Total W2	\$2766.00 Rounded down for BAS
Total W4	0
Total W3	0
Total W5	\$2766.00

Assessment checklist:

Students must have completed all activities within this assessment before submitting. This includes:

Task 1c	Payslips for Alex Anderson Payslip for Ben Xing Payslip for Kris Cox A screenshot to show the date and method you issued the payslip A screenshot to confirm payroll has been reported to the ATO through single touch payroll.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Task 2b	Payroll liability calculation (Assessment document) Payroll liability reconciliation process (Assessment document)	<input type="checkbox"/> <input type="checkbox"/>
Task 2c	IAS calculation (Assessment document)	<input type="checkbox"/>
Task 3	Role play recording	<input type="checkbox"/>
Task 4a	Screenshot of payroll adjustment (Assessment document)	<input type="checkbox"/>
Task 4b	Screenshot of Kris Cox standard pay (Assessment document)	<input type="checkbox"/>
Task 5a	Email (Assessment Document)	<input type="checkbox"/>
Task 5b	Disaster recovery system procedure (Assessment document)	<input type="checkbox"/>
Task 6a	2021-2022 payroll reports <ul style="list-style-type: none"> Payroll Summary Report Payroll Register Report 	<input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> • Payroll Activity Report • Profit & Loss Report • Balance Sheet Report • Leave Balance Report • Accrual by Fund Report 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Task 6b	Business Activity Statement Calculation Worksheet completed (Assessment document)	<input type="checkbox"/>



Congratulations, you have reached the end of Assessment 3!

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