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## GOVERNMENT NOTICES

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### SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 355

3 April 2009



#### SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with Regulation 24(c) of the Regulations of 28 March 1998, the Standards Generating Body (SGB) for

#### Administration

registered by Organising Field 03 – Business, Commerce and Management, publishes the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purposes of the Unit Standards. The full Unit Standards can be accessed via the SAQA web-site at [www.saq.org.za](http://www.saq.org.za). Copies may also be obtained from the Directorate for Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Unit Standards should reach SAQA at the address ***below and no later than 4 May 2009***. All correspondence should be marked **Standards Setting – SGB – Administration** addressed to

The Director: Standards Setting and Development  
SAQA

*Attention: Mr. E. Brown*

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PP **D. MPHUTHING**  
**ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate a basic understanding of legislation and related role players  
applicable to the payroll environment***

SAQA US ID		UNIT STANDARD TITLE	
264335		Demonstrate a basic understanding of legislation and related role players applicable to the payroll environment	
ORIGINATOR		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	6

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Identify and demonstrate a basic understanding of the general legislation and regulations that affect payroll administration.

**SPECIFIC OUTCOME 2**

Demonstrate a basic understanding of statutory law and the related rules, deadlines and regulations that affect payroll administration.

**SPECIFIC OUTCOME 3**

Demonstrate basic understanding of bargaining councils and how they affect payroll administration.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Demonstrate an understanding of critical ethical values in a payroll environment***

SAQA US ID		UNIT STANDARD TITLE	
264339		Demonstrate an understanding of critical ethical values in a payroll environment	
ORIGINATOR		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	8

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Ensure accuracy in completing administrative processes for input into payroll system.

**SPECIFIC OUTCOME 2**

Ensure confidentiality in payroll support function.

**SPECIFIC OUTCOME 3**

Identify and apply standards of professionalism to payroll support function.

**SPECIFIC OUTCOME 4**

Identify and resolve ethical dilemmas within payroll environment.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:***Demonstrate an understanding of the purpose of the payslip and its components*

SAQA US ID	UNIT STANDARD TITLE		
264371	Demonstrate an understanding of the purpose of the payslip and its components		
ORIGINATOR		PROVIDER	
SGB Administration			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	6

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.*

**SPECIFIC OUTCOME 1**

Demonstrate an understanding of the purpose of the payslip and the various queries that may arise in relation to the payslip.

**SPECIFIC OUTCOME 2**

Differentiate between earnings and deductions.

**SPECIFIC OUTCOME 3**

Identify and demonstrate an understanding of the components of a payslip.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Capture payroll data***

SAQA US ID	UNIT STANDARD TITLE		
264374	Capture payroll data		
ORIGINATOR		PROVIDER	
SGB Administration			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies		Office Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	6

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Demonstrate an understanding of all the various requirements of accuracy in capturing biographical data for a payroll system.

**SPECIFIC OUTCOME 2**

Familiarise self with a specific payroll system and procedures.

**SPECIFIC OUTCOME 3**

Demonstrate an understanding of the requirements of a payroll system in order to report effectively into a financial system.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Identify and demonstrate understanding of different types of employment contracts and how this impacts payroll administration***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
264377	Identify and demonstrate understanding of different types of employment contracts and how this impacts payroll administration		
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Administration			
<b>FIELD</b>		<b>SUBFIELD</b>	
3 - Business, Commerce and Management Studies		Office Administration	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 3	8

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Differentiate and demonstrate an understanding of the different types of employment contracts.

**SPECIFIC OUTCOME 2**

Identify the differences between wage and salary structures.

**SPECIFIC OUTCOME 3**

Identify and demonstrate a basic understanding of the implications of written and verbal contracts.

**SPECIFIC OUTCOME 4**

Demonstrate an understanding of how contracts affect payroll administration.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None