PREPARE HUMAN RESOURCE BUDGETS

UNIT CODE: BUS/OS/HRM/CR/04/5

Unit Description

This unit specifies the competencies required to undertake financial management. It includes budgeting for the HR activities, managing payroll, administering statutory deductions, implementing third party transactions in the payroll and processing insurance claims.

ELEMENT	PERFORMANCE CRITERIA
These describe	These are assessable statements that
the key	specify the required level of
outcomes which	performance for each of the elements.
make up	Bold and italicized terms are
workplace	elaborated in the Range
function.	
1. Budget for	1.1 Budgeting is defined as per the
the human	SOPs
resource	1.2 Budgeting cycle is discussed
activities	1.3 Human resource functions and
	activities to be funded are
	identified
2. Manage	2.1 Organization payroll needs and
payroll	requirements are identified in line
	with SOPs
	2.2 Primary data is collected.
	2.3 Data is keyed in the payroll
	application

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements that specify the required level of performance for each of the elements. <i>Bold and italicized terms are</i> <i>elaborated in the Range</i>		
	2.4 Discrepancies identified and amended.2.5 The payroll is run		
3. Administer	3.1 <i>Statutory deductions</i> are defined		
statutory	as per the SOPs		
and	3.2 Calculations of statutory		
deductions	deduction are done as per the SOPs		
	3.3 The product is effected in the payroll		
	3.4 Statutory deductions are remitted to relevant bodies		
4. Implement	4.1 Third party deductions are		
third party	defined as per the SOPs		
transactions	4.2 Deductions to third parties are		
in the	calculated as per the SOPs		
payroll	4.3 The product is effected in the		
	payroll		
	4.4 Deductions to third parties are remitted to relevant bodies		

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements that specify the required level of performance for each of the elements. <i>Bold and italicized terms are</i> <i>elaborated in the Range</i>
5. Process insurance claims	5.1 Introduction of insurance5.2 Process of insurance claims identified as per the SOPs

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Ran	ge	
Statutory deductions	1.1	NHIF	
May include but not	1.2	HELB	
limited to:	1.3	NSSF	
	1.4	WCPS	
	1.5	PAYE	
Third party	1.1	Insurance	
deductions	1.2	Bank Loans	
May include but not	1.3	SACCO	
limited to:			

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- □ Communication and negotiations
- □ Computer application
- □ Budgeting skill
- □ Numeracy
- □ Data collection
- □ Data entry

Required Knowledge

The individual needs to demonstrate knowledge of:

- □ Legislation governing payroll management
- Human resource regulations, policies and guidelines
- □ Organization goals, objectives and strategies
- □ Processing of insurance claims

EVIDENCE GUIDE

1. Critical	Assessment requires evidence that the individual demonstrated:
aspects of	
competency	1.1 Ability to identify HR functions to
	be funded.
	1.2 Ability to manage payroll
	1.3 Ability to calculate and effect
	statutory deductions
	1.4 Ability to calculate and effect
	deductions to third parties
	1.5 Ability to process insurance
	claims
2. Resource	The following resources MUST be
implications	provided:

2.1 Human resource polices, guidelines and regulations2.2 Organization policies and procedures2.3 Payroll primary data2.4 Payroll system2.5 Relevant legislations2.6 Deduction calculators3. Method of assessment2.10 Written or oral questions 2.11 Review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate4. Context for assessment4. Context for assessment5. Guiding information for assessment5. Guiding information for assessment4. Context for assessment5. Guiding information for assessment4. Context for assessment5. Guiding information for assessment4. Context for assessment5. Guiding information for assessment4. Context for assessment5. Guiding information for assessment5. Guiding information for assessment4. Context for assessment5. Guiding information for assessment6. Complex for information for assessment6. Complex for information for <br< th=""><th></th><th>r</th></br<>		r		
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