

Your Payroll Pathway

Brought to you by the
Association of People
Professionals



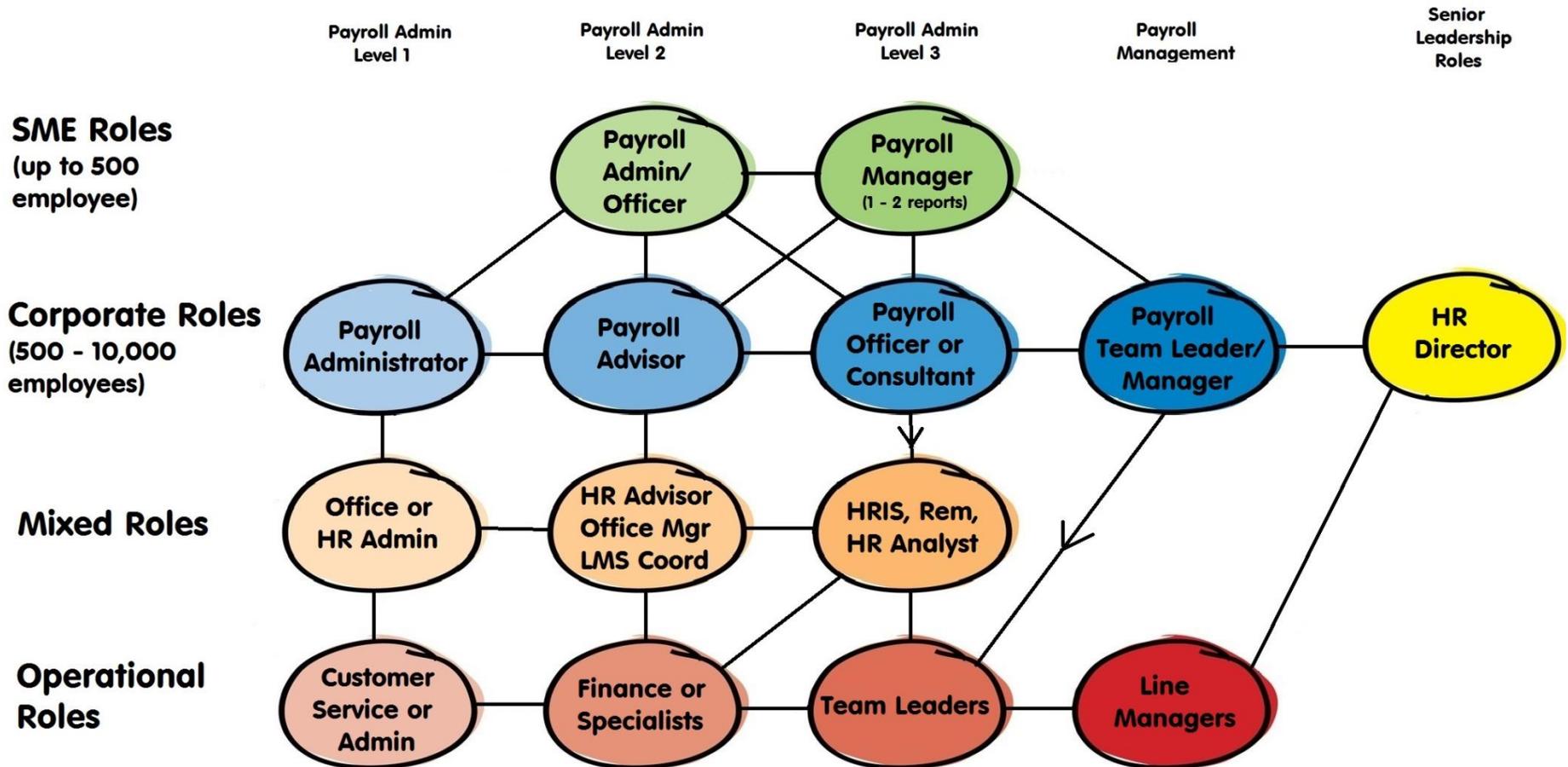
Introduction

- This pack is based on payroll career paths in the Payroll Career Guide, currently being written for the Association by Industry Advisory Panel members Angela Akins and Anna Sefuiva.
- The pathways pack is designed to be used to provide some role definition and development ideas for those working in the payroll profession, or wanting to work in the payroll profession, and wanting to grow your skills, experience and career.
- It also provides guidance on how to work through the levels of being a Professional Associate with APPNZ.



Career Paths

The map below sets out the different roles you may work through in a payroll career.



Developing the foundations



Level 1 Roles



In larger companies entry level Payroll roles will be a full time administrators, where you have many thousands of employees to process. In smaller companies, many admin and office roles have some payroll responsibilities. These are useful for developing general organisation skills, so having experience in these role can help when you move into a pure payroll role.

In Level 1 type roles you will usually be responsible for:

- Entering payroll data and timesheet
- Answering base level questions about legislation (e.g. how much annual leave people get)

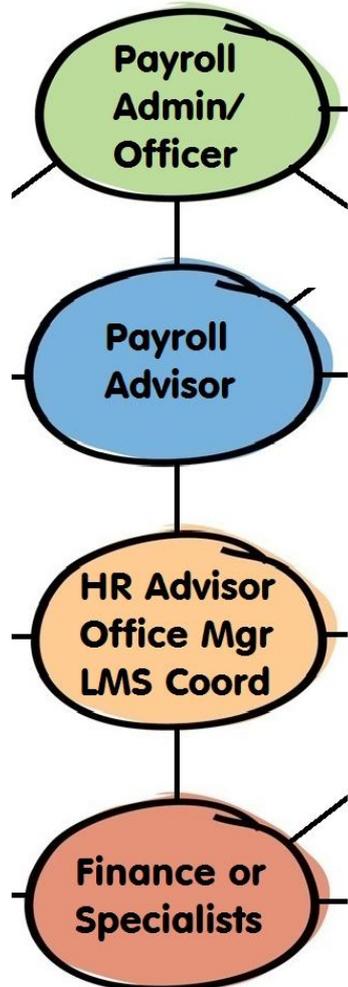
To develop your skills at this level we suggest:

- Having 1 – 2 years on the job experience
- Completing Employment Law and Holidays Act training
- Completing Payroll specific courses
- Partnering with a Payroll Officer or Manager to see what areas of complexity you'll need to deal with at the next level

Building your experience



Level 2 Roles



In small companies Level 2 roles will be a Payroll Administrator or Officer, and in a larger corporate, a Payroll Advisor or Officer. You will generally be responsible for:

- Assisting with E2E payroll processing, but without any sign off
- Answering intermediate questions about legislation (e.g. AL for people on rosters/changing hours)
- May have some basic systems capability and help with running reports

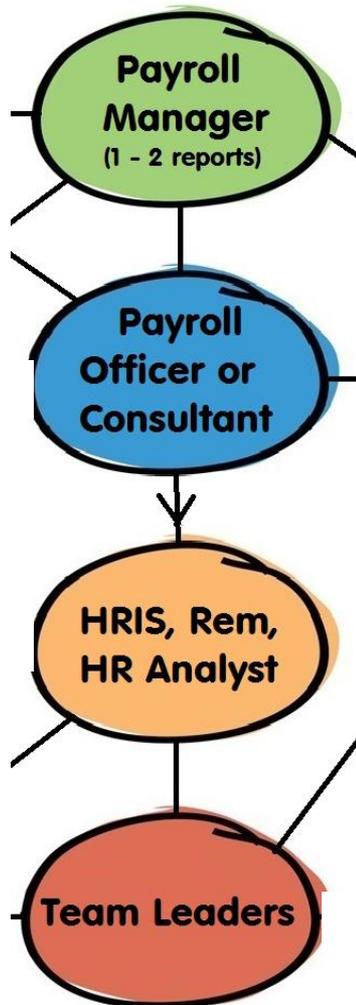
To develop your skills at this level we suggest:

- Having 1 – 3 years on the job experience, learning to deal with a wide range of processing and answering questions about legislation .
- Completing further employment law training on more complex issues
- Getting mentoring from a senior payroll person on how they deal with more complex issues and payroll management.

Moving into management



Level 3 Roles



In small companies Level 3 roles will be a Payroll Manager with a small team of 1 – 2, and in a larger corporates, a Payroll Officer or Consultant with some coaching responsibilities. You will generally be responsible for:

- Signing off E2E payroll processes for terminations or variations
- Doing preparations for PAYE or filing
- Answering more advanced legislation questions and running calculations
- May do some systems configuration

You can work for many years at this level as depending on the company and industry, there are many different issues where legislation has to be applied appropriately and different payroll systems and processes to use.

At this level you could apply to be a Professional Associate in Payroll (PPA) and an Accredited Professional Associate in Payroll (APPA).

Moving into leadership



Level 4 Roles



Payroll Team Leader's often manage a team of up to 4 and Payroll Manager in large companies may manage up to 20 payroll people or more. Once you move into more senior Payroll Leadership roles you may also have responsibility for:

- Reporting dashboard and payroll/HR/people metrics
- CEA negotiations
- Group Reporting
- Upgrades and testing
- Communications around payroll
- Managing processes
- Continuous Improvement
- Remuneration cycle and payments
- Performance Management data

Some of these responsibilities may start as a Payroll Manager in an SME, but most likely you'll need to be working in a larger corporate to take on these types of wider payroll leadership areas.

At this level you could apply to become Chartered.

Professional Associate, Payroll

An APP Professional Associate in Payroll needs to demonstrate that they are qualified to effectively run a payroll and provide the right advice on payroll processes and legislation.

The criteria includes:

1. Having completed appropriate payroll or employment law training
2. Experience of key payroll processes as outlined below
3. Currently be working in a Payroll role; and
4. Be a person of good standing in the Payroll industry.



To demonstrate this you will need to provide evidence of your training and your experience in the following areas:

- o Processing of pay runs including allowances, bonuses and pay changes
- o Calculating leave payments for full time, part time, casuals, fixed term and employees on parental leave
- o Managing time and attendance, rosters and payroll data
- o Advising on PAYE, tax and KiwiSaver
- o Calculating manual payments on terminations, redundancy, deductions and exceptions

Accredited Professional Associate level

An Accredited Professional Associate in Payroll (APPA) also has to pass an online assessment of their knowledge around payroll legislation and applying this to real case studies.

They will also have to prepare a business case of how they deliver effective payroll.

APPA's can choose to be listed publicly on the APPNZ website so that businesses and leaders can check they are qualified.

APPA's must complete 20 compulsory professional development (CPD) hours each year.



Chartered Professional Associate level

A Chartered Professional Associates in Payroll (CPPA) will have to pass a number of exams and assessments which the Association will be developing during 2016 and 2017.

Chartered status will similarly recognised to that of a Chartered Accountant or Lawyer – that there are specific qualifications and experience that you have to have to be Chartered.

To get in touch

Please visit:

www.appnz.org.nz

Email info@appnz.org.nz

