

Model Curriculum

Accounts Executive (Payroll)

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SECTOR: **BFSI**
SUB-SECTOR: **Banking**
OCCUPATION: **Financial Services**
REFERENCE ID: **BSC/Q1201, Version No. 1.0**
NSQF LEVEL: **4**



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Accounts Executive (Payroll)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an “Accounts Executive (Payroll)”, in the “BFSI” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Accounts Executive (Payroll)		
Qualification Pack Name & Reference ID.	BSC / Q1201		
Version No.	1.0	Version Update Date	11-01 – 2016
Pre-requisites to Training	Minimum qualification – Graduation in commerce or allied subjects/Diploma in commercial Practice		
Training Outcomes	<ul style="list-style-type: none"> • Maintain and update records relating to the amount of salaries payable to employees. • Explanation of accounting processes that relate to calculation of salaries payable to employees. • Co-ordinate with Human Resource department in an efficient and effective manner. • Have problem solving skills. • Act with integrity when performing multiple tasks for the organization. • Explanation of statutory deductions from salaries and other allowances, Income tax TDS and other adjustments to salaries. • Verify documents related to employee salary details and apply knowledge about the deductions relating to PF, ESI etc. • Prepare worksheet to derive the net salary payable to employees. • Prepare advice statements relating to Income Tax, Professional Tax (PT) deduction, Provident Fund (PF) deduction and Employee State Insurance (ESI) deduction. • Calculate the gross total of all deductions and arrive at a single amount as is payable by the organization to the employees as monthly compensation. 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Accounts Executive (Payroll)” Qualification Pack issued by “BFSI Sector Skill Council of India”.

Sr. No.	Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
1	Understanding Payroll and Salary	5	10	<ul style="list-style-type: none"> • Clear Accounting concepts related to payroll • Describe components of salary 	N 1201	White board, Marker, Overhead projector,



				<ul style="list-style-type: none"> • Explanation of the components of fixed pay such as Basic, H.R.A, any special allowance etc. supplier • Explanation of the components of variable portion of salary such as Incentive, commission, overtime which varies month on month. 		Laptop, Internet access
2	Payroll Accounting and Accounting Software	5	15	<ul style="list-style-type: none"> • Record payroll in books of accounts. • Pass accounting entry either electronically or in the physical records as is the case with the organization. • Usage of the accounting software used by the company. • Use of various account types and codes. • Creation of accounts if authorized. 	N 1206	White board, Marker, Overhead projector, Laptop, Internet access
3	Employee Records and Salary Register	2	10	<ul style="list-style-type: none"> • Record and maintain the correct name of the employee as per validated proof. • Record and update the designation of the employee. • Record and maintain the date of Joining of the employee. • Record the date of any promotion and/or change in job role. • Get access to the leave details of the employee for salary calculation process. • Record entries in salary register 	N 1202	White board, Marker, Overhead projector, Laptop, Internet access
4	Preparation of Salary Advice	3	10	<ul style="list-style-type: none"> • Obtain salary register or by any other term referred or any other document that contains the Employee details. • Verification of the updated job role and 	N 1203	White board, Marker, Overhead projector, Laptop, Internet access



				designation appears alongside the employee details. <ul style="list-style-type: none"> Co-relate the Date of Joining/leaving of the employee with the available documents. 		
5	Preparation of Statutory Advice (Income Tax, PF, ESI)	5	15	<ul style="list-style-type: none"> Explanation of the statutory deductions as carried out in the organization. Updated information on all the changes in applicable laws. Updated knowledge on the statutory due dates for submitting various payments into the government account. Preparation of statutory advice statements detailing the type and amount of statutory deductions to be made during the month for each employee. Report to management on salary. 	N 1204	White board, Marker, Overhead projector, Laptop, Internet access
6	Salary Journal	2	10	<ul style="list-style-type: none"> Access to salary journal of the current accounting period. Receive login ID to access and update data when stored in electronic mode. Explanation of contents of the salary journal. Compilation of data required to update the salary journal. Calculate and highlight the total amount of gross salaries of employees for the month/period. 	N 1205	White board, Marker, Overhead projector, Laptop, Internet access
7	Voucher Preparation	3	10	<ul style="list-style-type: none"> Ascertain voucher type required to record the salary entry in the books of accounts. Select the payment voucher type for respective transactions. 	N 1206	White board, Marker, Overhead projector, Laptop, Internet access



				<ul style="list-style-type: none"> Update the approved payment details on to the voucher and then to update the books of accounts. Get signed net salary payable voucher. Get signed net salary payable statement. 		
8	Documentation	5	10	<ul style="list-style-type: none"> Realizing importance of documents and maintain the same order. Filing and maintaining the employees' details. Filing the transactional documents along with the salary details. Assisting superior/ Manager with the documentation for furnishing proof documents in case of any dispute. Preparation and presentation of quarterly, half-yearly reports as per requirements. 	N 1207	White board, Marker, Overhead projector, Laptop, Internet access

Total Duration:	<u>30</u>	<u>90</u>	Unique Equipment Required:
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Grand Total Course Duration: **120 Hours0 Minutes**

(This syllabus/ curriculum has been approved by BFSI Sector Skill Council of India)



Annexure1: Assessment Criteria

Assessment Criteria for Accounts Executive (Payroll)	
Job Role	Accounts Executive (Payroll)
Qualification Pack	BSC/Q1201
Sector Skill Council	BFSI Sector Skill Council of India

Sr. No.	Guidelines for Assessment
1	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
2	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre.
3	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria
4	To pass the Qualification Pack, every trainee should score the minimum percentage assign to that job role, aggregate of theory and practical.
5	In each paper there will be 60 questions each though it's online or offline.
6	The assessor will be required to translate the questions from English to local language. And the VIVA also be conducted in English or local language as per their comfort.
7	VIVA will be conducted with Online as well as Offline exams.
8	Pass percentage for Accounts Executive (Payroll) exam is 60

ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	Assessment criteria (PC)	Total Marks	Out Of	MARKS ALLOCATION	
				Theory	Skills Practical
1. BSC /Q1201 (UNDERSTANDING PAYROLL AND SALARY)	Explain the components of salary, maintain employee related details pertaining to advances paid and recovered, seek and receive Income Tax declarations from employees, understand details about deductions relating to statutory deductions such as Provident Fund, ESI, Professional Tax etc.	100	100	30	70
		NOS Total	100	30	70



<p>2. BSC/N1206 (PAYROLL ACCOUNTING AND ACCOUNTING SOFTWARE)</p>	<p>Passing accounting entry either electronically or in the physical records as is the case with the organization. Explain double entry system of accounting. Give effect to various components of salary account such as Basic salary account (a/c), HRA a/c, Allowances a/c, deductions, tax account etc.</p>	<p>100</p>	<p>100</p>	<p>30</p>	<p>70</p>
		<p>NOS Total</p>	<p>100</p>	<p>30</p>	<p>70</p>
<p>3. BSC/N1202 (EMPLOYEE RECORDS AND SALARY REGISTER)</p>	<p>Have access to and verify documents related to employee salary details, apply knowledge about the deductions relating to PF, ESI etc. and maintain records of the same for future audit and reference.</p>	<p>100</p>	<p>100</p>	<p>30</p>	<p>70</p>
		<p>NOS Total</p>	<p>100</p>	<p>30</p>	<p>70</p>
<p>4. BSC/N1203 (PREPARATION OF SALARY ADVICE)</p>	<p>Record and maintain details of employees such as their salary, leave, deductions and adjustments, and with the help of these accumulated data, prepare worksheet to derive the net salary payable to employees.</p>	<p>100</p>	<p>100</p>	<p>30</p>	<p>70</p>
		<p>NOS Total</p>	<p>100</p>	<p>30</p>	<p>70</p>
<p>5. BSC/N1204 (PREPARATION OF STATUTORY ADVICE (INCOME TAX, PF, ESI))</p>	<p>Explain statutory deductions as applicable to the organization and prepare advice statements relating to Income Tax, Professional Tax (PT) deduction, Provident Fund (PF) deduction and Employee State Insurance (ESI) deduction. Calculate the gross total of all these deductions and arrive at a single amount as is payable by the organization to the employees as monthly compensation.</p>	<p>100</p>	<p>100</p>	<p>30</p>	<p>70</p>
		<p>NOS Total</p>	<p>100</p>	<p>30</p>	<p>70</p>
<p>6. BSC/N1205 (SALARY JOURNAL)</p>	<p>Prepare the net salary payable statement in the prescribed format of the company which would detail the earnings of employees, deductions to be made from employee's salaries</p>	<p>100</p>	<p>100</p>	<p>30</p>	<p>70</p>



	as this is the transactional document for recording the salary details into the books of accounts of the organization.				
		NOS Total	100	30	70
7. BSC/N1206 (VOUCHER PREPARATION)	Understand and select the voucher, update the approved payment details on to the voucher and then to update the books of accounts	100	100	30	70
		NOS Total	100	30	70
8. BSC/N1207 (DOCUMENTATION)	Understand the importance of filing and record keeping. File the transactional documents, employee details and other related documents for seamless retrieval according to the accounting period	100	100	30	70
		NOS Total	100	30	70
		QP TOTAL	800	240	560

Annexure2: Trainer Prerequisites for Job role: “Accounts Executive (Payroll)” mapped to Qualification Pack: “BSC Q/1201”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>BSC / Q 1201</u> ”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	B.Com
4a	Domain Certification	Certified for Job Role: “ <u>Accounts Executive (Payroll)</u> ” mapped to QP: “ <u>BSC Q/1201</u> ”. Minimum accepted score as per SSC guideline is 70%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “ <u>SSC/1402</u> ”. Minimum accepted score as per SSC guideline is 70%.
5	Experience	Minimum 3years’ experience as a trainer in the BFSI domain



		<p>Minimum 2 years' experience as a trainer of Accounting subjects Experience in accounting services a plus</p>
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Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BFSI SECTOR SKILLS COUNCIL OF INDIA

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack: 'Accounts Executive (Payroll)'
QP No. 'BSC/Q3202 NSQF Level 4'

Date of Issuance: January 11th, 2016

Valid up to: January 11th, 2017

* Valid up to the next review date of the Qualification Pack

Authorized Signatory
(BFSI Sector Skill Council of India)



BFSI Sector Skill Council of India

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