

# Payroll Administrator

## Certificate

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### Program Objective

This program provides students with the necessary skills and knowledge required to perform payroll administrative responsibilities in the payroll department and to apply payroll legislation. Students become familiar with basic payroll practices and procedures and are eligible to apply to the Canadian Payroll Association (CPA) for Payroll Compliance Practitioner (PCP) certification after having acquired one year of payroll experience. In addition to accounting and payroll expertise, students gain skills and experience in word processing, spreadsheet applications, telephone communication skills, and performing a job search.

### Program Notes

Tuition fees include all materials and student manuals. Financial assistance may be available for those who qualify.

Graduation requirements:

Successful completion of the certificate requires passing the CPA course (65%) and associated final exam (65%) for the following courses: Payroll Compliance Legislation, Payroll Fundamentals 1, and Payroll Fundamentals 2.

Graduate requirements: Students must maintain a 75% program average to obtain a certificate.

### Career Opportunities

Payroll administrators are employed by payroll administration companies and by other establishments throughout the private and public sectors. Careers that correspond with the skills learned in this program include:

- Benefits Officer
- Pay and Benefits Administrator/Clerk
- Salary Administration Officer
- Pay Advisor/Clerk
- Payroll Officer/Clerk

### Duties and Responsibilities

Payroll administrators collect, verify, and process payroll information and determine pay and benefit entitlements for employees within a department, company, or other establishment. Their duties may include:

- Maintaining records of employee attendance, leave, and overtime to calculate pay and benefit entitlements, in Canadian and other currencies, using manual or computerized systems.
- Preparing and verifying statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishees, and insurance and pension plans.
- Preparing employee payments and benefit payments by cheque or electronic transfer.
- Preparing Record of Employment forms.
- Completing, verifying, and processing forms and documentation for administration of benefits.
- Preparing T4 statements and other statements.
- Providing information to employees on payroll matters, benefit plans, and collective agreement provisions.
- Compiling statistical reports, statements, and summaries related to pay and benefits accounts.
- Preparing and balancing period-end reports and reconciling issued payrolls to bank statements.
- Operating computing, calculating and other office equipment.
- Applying payroll legislation.

### Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

## Required Skills

- Ability to learn new skills and knowledge
- Ability to think analytically while problem solving
- Ability to build working relationships to achieve goals
- Ability to effectively manage time and stress
- Ability to follow instructions
- Effective communication and interpersonal skills

## Competencies upon Completion

### CORE COURSES

- **Keyboarding**  
Minimum 25 words per minute (WPM)
- **Operating Systems**  
Basic level of proficiency in a Windows operating system
- **Word Processing**  
Basic level of proficiency in Microsoft Word
- **Spreadsheets**  
Basic level of proficiency in Microsoft Excel
- **Office Skills**  
Personal Computer Fundamentals for End Users, Basic Bookkeeping Level 1, and basic level of proficiency in Microsoft Outlook
- **Accounting**  
Payroll Compliance Legislation, Payroll Fundamentals Levels 1 and 2, and QuickBooks Premier
- **Simulations and Drills**  
Practical Applications – 1 Unit
- **Business Skills**  
Business Math, Business Correspondence Level 1, and Customer Service
- **Job Readiness/Employability Skills**  
Job Search and Résumé Writing and Thought Patterns for a Successful Career