

## FOUNDATION DEGREE PAYROLL ADMINISTRATOR - LEVEL 5 EQF



**Level**  
5 EQF (European Qualifications Frameworks)



**Duration**  
2 years



**Credits**  
120 ECTS



**Target group**  
Students - people seeking employment - employees and professionals in the sector



**Admission requirements**  
Candidates awarded a qualification certifying completion of secondary education and/or giving access to higher education



**Course Structure**  
Full-time or work-study



**Pedagogical methods**  
Theoretical courses, tutorials and practical work, case studies and professional situations  
Individual/group projects



**Foundation Year 1**

- Continuous assessment
- Quiz (1h30)
- Case Study (3h)

**Modern language :**

- Reading (1h)

**Foundation Year 2**

- Quiz (1h30)
- Case Study (3h)
- Activity report and professional support (30 min)

**Modern language :**

- Listening (45 min)

**CCE (Company Skills Certificate)**

- Quiz (40 min)

### The FEDE, as a certifier, is in charge of the assessment processes

- Organisation and planning of exam sessions
- Development of topics and model answers
- Ensuring compliance with examination regulations and supervision (anonymity, integrity, confidentiality)
- Assessment and marking of papers
- Reporting results, issuing diplomas, diploma supplements and certificates

[www.fede.education/en/fede-quality-charter/](http://www.fede.education/en/fede-quality-charter/)

**E**ssential to every company, the payroll administrator is an expert in figures and personnel administration. They prepare pay slips, are the key contact for social security bodies, management and employees, and also ensure that employment law is applied.

With a good command of computerised payroll tools, they can work in companies or accounting firms, adapting to the specific features of each sector. The Foundation Degree: Payroll Administration trains professionals in payroll techniques, employment law and administrative management.

### LEARNING OUTCOMES

- Master payroll techniques
- Know the applicable regulations
- Understand the players involved in payroll
- Act as a point of contact for social security bodies
- Explain the payslip to employees
- Conduct a payroll audit
- Be familiar with the applicable regulations and the social legal environment
- Conduct a payroll audit and social monitoring

### PROGRAMME

#### PROFESSIONAL SKILLS (580-680 HOURS)

##### Foundation Degree Year 1

##### The Payroll Environment: Players and Applicable Law

The company and the digital company - Payroll players - Labour and payroll law

##### Traditional Payroll Techniques

Calculating social security contributions - Working time - Managing absences on pay slips - Paid leave

##### Payroll Software: Features, Creating An Employee And Nominative Social Declaration (DSN)

Payroll software - Creating a legal entity - Creating an employee file - Preparing pay slips and individual variables - Drawing up administrative documents - Analytical functions

##### Foundation Degree Year 2

##### Specific Payroll Techniques

Regularisation of contributions - Payroll management of absences - Advances and payments on account - Professional expenses and perks - Attachment of earnings - AGIRC ARRCO merger

##### Pay As You Earn And Digital Payroll

Pay As You Earn - The Electronic Pay Slip

##### Career Development Projects

Web Development - E-commerce

##### Professional Assignment (≤12 weeks)

Internship - Apprenticeship - Salaried employment

#### MODERN LANGUAGE (60-80 HOURS)

Modern language 1 - CEFR Level B1

German, English, Spanish, French, Italian, Portuguese

Modern language 2 and 3 (optional)

German, English, Arabic, Chinese, Spanish, French, Italian, Portuguese

### CAREER DESTINATIONS

- Payroll Assistant
- Payroll Manager
- Payroll Collaborator in an accounting firm
- Social Collaborator in an accounting firm
- Human Resources Assistant
- Head of personnel administration

### FEDE'S ASSET - EUROPEAN DEGREE

#### EUROPEAN CULTURE AND CITIZENSHIP (20H)

##### The European project: Culture and Democracy for Active Citizenship

- The importance of history (OHE - Observatory on History Teaching in Europe)
- Contemporary Europe
- Europe and the World
- Cultures and diversity in Europe European citizenship
- The workings of the European Union Importance, challenges and future of European construction
- Focus on corruption (GRECO)

### FOUNDATION DEGREE PAYROLL ADMINISTRATOR

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