



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

HUMAN RESOURCES MANAGEMENT

MODULE: Payroll Administration

PAPER NO: 334/22/M02

DURATION: 3 Hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

1. Answer ANY FIVE questions.
2. All questions carry equal marks.

PAPER NO: 334/22/M02 – PAYROLL ADMINISTRATION

QUESTION 1

Explain five examples of payroll data used to generate payroll. (20 marks)

QUESTION 2

Explain five advantages of a salary survey. (20 marks)

QUESTION 3

Outline four benefits of payroll reports. (20 marks)

QUESTION 4

Highlight five examples of statutory deductions of a payroll. (20 marks)

QUESTION 5

Explain any four factors that determine wage and salary levels in Zimbabwe. (20 marks)

QUESTION 6

Outline any five major components of a payment advice. (20 marks)

QUESTION 7

Explain any five examples of personal deductions. (20 marks)

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