

EUROPEAN BACHELOR'S IN PAYROLL ADMINISTRATOR - LEVEL 6 EQF



Level
6 EQF (*European Qualifications Framework*)



Duration
1 year



Credits
60 ECTS



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



Admission requirements
Candidates holding a level 5 EQF qualification or a qualification equivalent to the attainment of 120 ECTS



Course Structure
Full-time or work-study



Pedagogical methods
Theoretical courses, tutorials and practical work
Case studies and professional scenarios
Individual and group projects



Professional assessments :

- Continuous assessment
- Case Study (6h)
- Activity report and professional support (30 min)

CCE :

- Quizzes (1h20)

Modern language :

- Reading Comprehension (1h)
- Listening (45min)

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

Payroll used to be managed by the accounting or HR department, but it has now become a crucial strategic service. No longer confined to paying salaries, it influences employee motivation and is an integral part of corporate strategy.

The aim of the **European Bachelor's in Payroll Administration** is to train students in payroll techniques, employment law, the administrative management of employees and team management methods. This programme prepares future graduates to become professionals capable of managing employee remuneration and effectively leading a team of employees.

Students will develop robust skills in payroll management, legal compliance, human resources administration and leadership. They will learn to use payroll software, carry out salary cost analyses and develop appropriate remuneration strategies.

LEARNING OUTCOMES

- Master payroll techniques
- Master payroll accounting
- Know the applicable regulations
- Supervise the payroll department
- Conduct a payroll audit
- Manage the payroll
- Monitor legislative, regulatory and tax developments in the field of payroll

PROGRAMME

PROFESSIONAL SKILLS (305-370 HOURS)

Labour Law

Sources of labour law - Individual and collective labour relations

Payroll Techniques

The payslip - social security contributions - expenses - paid leave

Payroll Software and Digitisation

Payroll software - Nominative Social Declaration (DSN) - Paperless payroll

Payroll Accounting

Accounting basics - Bookkeeping - Tax

Payroll Audit and Control

Payroll Audit - URSAFF (The French Social Security System)

Management and Supervision of the Payroll Department

The department's missions - The CSR/Quality approach - Team management

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 Manager
- Payroll Administrator
- Head of Social Affairs in an accountancy firm
- Human Resources Project Manager
- Personnel Administration Officer
- Remuneration Project Manager

FEDE'S ASSET - EUROPEAN DEGREE

EUROPEAN CULTURE AND CITIZENSHIP (40H)

The European project: Culture and Democracy for Active Citizenship

- 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)

Intercultural management and human resources

- Culture and cultural diversity
- Intercultural communication in an organisation
- Managing intercultural aspects and resolving cultural conflicts
- Working in Europe
- Social protection systems in Europe
- Corporate Social Responsibility (CSR)