

# CAREER FACT SHEET

## Payroll Clerks

### Snapshot

Payroll Clerks prepare payrolls and related records for employee salaries and statutory record-keeping purposes.

How many are employed in this occupation?	38,700
What are the average weekly earnings for full time workers?	\$1,087
How does unemployment compare with other occupations?	Below Average
What are the job prospects for this occupation?	Average
What will be the likely future employment growth for the next five years?	Slight Growth

### Main employing industries

Public Administration and Safety; Health Care and Social Assistance; Construction; Manufacturing

### Tasks

This occupation may include associated occupations with varying tasks.

- creating files for new employees to record payroll data
- maintaining and updating files for existing employees to record information such as employee contact details, leave taken, overtime, promotions, transfers, tax deductions, health insurance payments and superannuation
- preparing payroll data from time sheets and other payroll and personnel records
- processing payment of wages and salaries
- issuing and recording adjustments to employees' pay
- interpreting industrial awards
- providing information to employees and managers about payroll matters such as tax issues, benefits and deductions
- finalising files and arrangements when employees retire, resign or transfer
- may be involved in maintaining superannuation and other deduction and contribution records

# INDUSTRY OVERVIEW

## Public Administration and Safety

If you enjoy complex problem solving, and are a critical thinker who is good at communicating with people and undertaking administrative tasks, then the Public Administration and Safety sector might have a career pathway for you. The Public Administration and Safety industry is primarily made up of Federal, State and Local Government legislative, executive and legal agencies. These bodies provide physical, social, economic and general public safety and security services and are charged with enforcing regulations. Maybe you have always dreamt about being a Police or Ambulance officer, or want to work in a role that services members of the public. Perhaps you are interested in public policy, legislation and regulation. The Public Administration and Safety sector offers opportunities in these and many other fascinating areas.

### Possible job pathways

- Auditors and Company Secretaries
- Economists
- Contract, Program and Project Administrators
- Filing and Registry Clerks
- General Clerks
- Human Resource Clerks
- Human Resource Managers
- Human Resource Professionals
- Inquiry Clerks
- Keyboard Operators (Data Entry Operator)
- Other Clerical & Administrative Workers
- Payroll Clerks
- Personal Assistants
- Policy and Planning Managers
- Receptionists
- Secretaries
- Cartographers and Surveyors
- Fire and Emergency Workers
- Inspectors and Regulatory Officers
- Police
- Prison Officers
- Safety Inspectors
- Security Officers and Guards
- Social Workers
- Archivists, Curators and Records Managers
- Primary Products Inspectors
- Urban and Regional Planners



**Public Administration and Safety**

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