



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

MAY/JUNE 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1) Answer any five (5) questions.
- 2) All questions carry equal marks.

This paper consists of 2 printed pages.

PAPER NO: 334/22/M02-PAYROLL ADMINISTRATION

QUESTION 1

Explain any five (5) types of basic employee information captured in payroll records. (20 marks)

QUESTION 2

Outline any five (5) advantages of using payroll systems. (20 marks)

QUESTION 3

Discuss five (5) types of payroll reports. (20 marks)

QUESTION 4

Outline the four (4) main payroll records security measures. (20 marks)

QUESTION 5

Explain five (5) types of data collected in salary surveys. (20 marks)

QUESTION 6

Describe five (5) benefits paid to employees under NSSA (Accident Prevention and Workers Compensation Scheme). (20 marks)

QUESTION 7

Explain any five (5) types of employee benefits an organisation can make use of. (20 marks)

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