



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

HUMAN RESOURCES MANAGEMENT

SUBJECT: Payroll Administration

PAPER NO: 334/22/M02

DURATION: 3 Hours

JUNE 2026 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

This paper consists of 2 printed pages.

QUESTION 1

Explain any five (5) benefits of keeping payroll reports in an organisation. (20marks)

QUESTION 2

Outline any five (5) reasons for conducting a salary survey. (20 marks)

QUESTION 3

Explain any five (5) factors to be considered when choosing a payroll system. (20 marks)

QUESTION 4

Describe any five (5) measures which an organisation should take in order to enhance payroll records security. (20 marks)

QUESTION 5

Discuss any five (5) examples of statutory deductions. (20 marks)

QUESTION 6

Explain any five (5) reasons for giving employees payslips. (20 marks)

QUESTION 7

Explain any five (5) roles of trade unions at the workplace. (20 marks)

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