



1. Title of the certificate – Yrkeshögskoleexamen ¹

Lönespecialist med systeminriktning

2. Translated title of the certificate – Higher Vocational Education Diploma ²

Payroll Specialist with system specialisation

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of control documentation for payroll work such as laws, agreements, guidelines and policies and how these interact.
- Knowledge of wage preparation, both manual and in common payroll systems on the market.
- Knowledge of ongoing accounting of personnel-related items, as well as the impact of these costs on financial statements and annual financial reporting.
- Knowledge of human resources financial concepts and calculations, as well as financial analysis and management in the human resources field.
- Knowledge of legislation in labour law, tax law and contract law.
- Knowledge of Swedish and English communication.
- Knowledge of project work, report writing and change work in the payroll area.
- Skills in applying control documentation in the payroll area for a correct and efficient process.
- Skills in taking responsibility for payroll, as well as reconciliation and controls. Deliver reports and documentation.
- Skills in applying accounting rules in the payroll process, for example by linking pay types to accounts. Explain how the choice of preparation method affects the income statement and balance sheet.
- Skills in producing human resources financial reports and key figures, as well as comparing outcomes with other organisations and public statistics.
- Skills in interpreting and practically applying legislation in labour law, tax law and contract law.
- Skills in applying Swedish and English technical terminology. Use the English language as a tool in international contacts within the professional role.
- Skills in organising, planning and implementing change work in project form.
- Competence to independently apply control documentation in the payroll area and to be able to make proposals for better and more efficient processes.
- Competence to calculate and explain the outcome of different payroll preparation methods.
- Competence to evaluate financial outcomes and to propose appropriate measures to achieve defined goals.
- Competence to analyse human resources financial reports and key figures, as well as propose appropriate measures in their own organisation.
- Competence to devise and choose practical applications in the payroll process, based on law, agreements and other policy documents.

4. Range of occupations accessible to the holder of the certificate ³

Payroll Specialist, Payroll Consultant, System Manager Payroll/HR, System Administrator Payroll/HR and System Supervisor Salary/HR

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

1. Official basis of the certificate

Name and address of the awarding institution	Authority providing accreditation / recognition of the certificate
	The Swedish National Agency for Higher Vocational Education Box 145 721 05 Västerås, Sweden www.myh.se
Level of the certificate (national or European) ¹	Grading scale / Pass requirements
Level 5 in the National Qualifications Framework (SeQF) Level 5 in the European Qualifications Framework (EQF)	Fail (icke godkänt – IG) Pass (Godkänt – G) Pass with distinction (Väl godkänt – VG)
Access to next level of education / training ¹	International agreements on recognition of qualifications ¹
	The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses.

Legal basis

A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits). Five HVE credits correspond to one week of full-time studies.

2. Officially recognised ways of acquiring the certificate

Description of vocational education and training	Percentage of total programme (%)	Duration (/weeks)
College/education centre	%	weeks
Placement – learning in a work environment	%	weeks
Total duration of the education / training leading to the certificate		weeks

3. Additional information

Entry requirements ¹

Entry requirement is successful completion of upper secondary education.

More information (including a description of the national qualifications system)

For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se

National Europass Centre

www.myh.se

¹ If applicable.