

Payroll Administrator

Make sure everyone gets paid the right amount on the right day, with the right taxes taken off.

TYPICAL PAY

\$62,000

a year, full time

PAY RANGE

\$42k to \$90k

starting to experienced

TIME TO QUALIFY

1 to 3 years

after high school

DEMAND

Moderate

job outlook

LICENCE NEEDED

No

anyone can do it

WHERE YOU WORK

**Company finance departments,
payroll service firms, hospitals, sc...**

How you get there

- 1 High school diploma** Grade 12
 Math and accounting courses. Job Bank says secondary school is usually required.
- 2 College certificate or diploma** 1 to 2 years
 A 1-year accounting or payroll certificate, or a 2-year Payroll and Bookkeeping or Business Accounting diploma. Many programs build the PCP (Payroll Compliance Professional) courses right in.
- 3 First job** Right after school
 Payroll clerk or payroll assistant. Also common: bookkeeper or accounting clerk jobs that include payroll.
- 4 PCP (Payroll Compliance Professional)** 1 to 2 years, alongside work
 The National Payroll Institute requires 3 core payroll courses, 1 transfer credit (usually an introductory accounting course) and 1 year of related Canadian work experience.
- 5 Senior or manager (optional)** After several years
 The PLP (Payroll Leadership Professional) designation is for experienced payroll people who already hold the PCP and want to manage.

Pros and cons

- + Fast, cheap training with a clear credential
- + Recession-proof: payroll runs no matter what
- + Very remote-friendly
- Deadlines every two weeks, no exceptions
- Coworkers blame you when their pay looks wrong
- Rules change every year and you must keep up

Good to know

Three deductions on every paycheque

The CRA (Canada Revenue Agency) requires employers to deduct CPP (Canada Pension Plan) contributions, EI (Employment Insurance) premiums and income tax from most employees' pay and send the...

The designation needs a year on the job

You cannot earn the PCP (Payroll Compliance Professional) designation from school alone. The National Payroll Institute requires 1 year of related Canadian work experience on top of the courses.

Optional boosts

PCP (Payroll Compliance Professional). PLP (Payroll Leadership Professional). Bookkeeping or accounting diploma. Payroll software expertise.

Where these numbers come from

Job Bank: Payroll administrators, wages (updated Nov 2025)

Job Bank: Payroll administrators, employment requirements

National Payroll Institute: PCP designation

Canada Revenue Agency: Payroll

Numbers checked September 2026. Pay figures are typical full-time annual amounts in Canadian dollars, based on Government of Canada Job Bank wage data and published salary grids. They vary by province, employer and experience. Tuition is for domestic students. Sources, links and the click-through version: <https://career.help/ca/careers/payroll-administrator>



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