

ACCT-1030: PAYROLL

Cuyahoga Community College

Viewing: ACCT-1030 : Payroll

Board of Trustees:

December 2021

Academic Term:

Fall 2022

Subject Code

ACCT - Accounting

Course Number:

1030

Title:

Payroll

Catalog Description:

Detailed study of payroll, record-keeping regulations, reporting requirements, accounting procedures and federal labor laws. Computations of gross wages, salaries, mandatory deductions of federal, state and local taxes, and optional deductions. Covers employers' related taxes and preparation of various payroll tax forms. Exploration of national Payroll Certification offerings.

Credit Hour(s):

3

Lecture Hour(s):

3

Lab Hour(s):

0

Other Hour(s):

0

Requisites

Prerequisite and Corequisite

ACCT-1311 Financial Accounting; or ACCT-1020 Applied Accounting and ACCT-2830 Cooperative Field Experience; or departmental approval: equivalent coursework or experience.

Outcomes

Course Outcome(s):

Recognize roles and responsibilities of the payroll professional.

Objective(s):

1. Identify roles and responsibilities associated with the payroll professional.
2. Describe employment procedures followed in the Human Resources Department.
3. Identify and apply requirements of a payroll accounting system.

Course Outcome(s):

Identify and apply laws that govern payroll.

Objective(s):

1. Identify applicable laws that govern payroll.
2. Distinguish between various types of employment.
3. Identify reporting and withholding deposit requirements and year-end W-2 reporting.

Course Outcome(s):

Prepare journal entries and supporting documentation to record payroll-related costs and obligations.

Objective(s):

1. Computing, reporting and payment of unemployment taxes.
2. Prepare journal entries to record payroll transactions.

Course Outcome(s):

Prepare and maintain payroll records for a company or institution.

Objective(s):

1. Research and apply current payroll law in computing earnings and deductions.
2. Complete comprehensive payroll project.

Course Outcome(s):

Explore the Federal Payroll Certification programs offerings in the United States.

Essential Learning Outcome Mapping:

Information Literacy: Acquire, evaluate, and use information from credible sources in order to meet information needs for a specific research purpose.

Objective(s):

1. Differentiate among the offered certification programs.
2. Use digital resources to compare and contrast programs.
3. Evaluate the usefulness of obtaining advanced certification.

Methods of Evaluation:

1. Examinations over large units or groups of smaller related units
2. Individual and/or group quizzes
3. Written case studies
4. Projects designed to provide in-depth understanding of a topic
5. Class participation
6. Comprehensive progressive payroll process to a specific company.

Course Content Outline:

- I. Identify the roles and responsibilities associated with the payroll professional.
 1. List the job duties and responsibilities of the payroll clerk and payroll manager.
 2. Identify Government regulations and reporting compliance.
 3. Cite the Code of Ethics of the para-professional.
 4. Discuss payroll interface with Human Resource personnel and procedures.
- II. Describe the employment procedures generally followed in the Human Resource Department.
 1. Requisition of personnel.
 2. Review applicants, administer tests and perform background verification.
 3. Hiring notices and initiating employee payroll.
 4. Maintaining employee records.
- III. Identify applicable laws that govern payroll.
 1. Explain the major provisions of the Fair Labor Standards Act.
 2. Discuss the purpose of the Federal Insurance Contributions Act.
 3. Identify Income Tax Withholding requirements and forms.
 4. Explain how the Unemployment Tax Act is applied to businesses.
 5. List the recordkeeping requirements mandated by law.
 6. Identify and apply the Fair Employment laws.
 7. Discuss how the Civil Rights Acts apply to employment.
 8. Identify and compute workmens" compensation.
 9. Identify other federal and state laws affecting payroll and personnel records.

- IV. Distinguish between various types of employment.
 1. Differentiate between employees and independent contractors.
 2. Identify differences in agent-driver, life-insurance salespersons, traveling salespersons and home workers.
 3. Define and provide examples of Statutory employees.
- V. Research and apply current payroll law in computing earnings and deductions.
 1. Employ the Fair Labor Standards Act in computing wages and salaries.
 2. Calculate mandatory withholding for federal, state and local governments.
 - a. Apply percentage bracket method .
 - b. Apply wage-bracket method.
 - c. Review alternate methods including quarterly averaging and annualizing wages.
 3. Compute necessary withholding for garnishments and voluntary contributions for deferred compensation, medical elections, union dues, savings and other as designated by the employee.
 4. Compute gross to net earnings calculations and prepare the supporting payroll register.
- VI. Computing, reporting and payment of unemployment taxes.
 1. A. Identify taxable wages.
 2. Calculate federal unemployment taxes and tax credits.
 3. Describe the experience rating system.
 4. Calculate state unemployment taxes.
 5. Complete federal form 940 and prepare required deposits.
 6. Complete quarterly reporting and deposits for state unemployment.
- VII. Identify regulations regarding workers' compensation and computation of tax.
- VIII. Prepare journal entries to record payroll transactions.
 1. Record employee pay and associated withholding amounts.
 2. Record employer payroll-related taxes.
 3. Maintain payroll records and documentation according to government regulation and company policies.
- IX. Identify and apply requirements of a payroll accounting system.
 1. Prepare and process employee payroll records.
 2. Update and maintain employee earnings records.
 3. Prepare paychecks for distribution.
 4. Differentiate between manual and computerized payroll systems.
 5. Evaluate internal controls and weaknesses of payroll systems.
 6. Identify cost savings policies and techniques.
- X. Identify reporting and withholding deposit requirements and year end W-2 reporting.
 1. Prepare appropriate federal tax return forms and deposits to comply with federal regulations.
 2. Complete appropriate state forms and deposits of employee withholding taxes.
 3. Recognize need to complete similar deposits for local taxes withheld.
 4. Complete and file wage and tax statements (form W-2) to comply with federal and state regulation.
- XI. Complete comprehensive payroll project applying previous learning objectives.
 1. Prepare payroll registers.
 2. Maintain employees' earnings records.
 3. Journalize and post payroll and payroll tax entries.
- XII. Explore Federal Certification Programs
 1. Relate specific learning topics with the certification exams.
 2. Introduce the two major federal certification programs and explore the requirements for each program.

Resources

Bieg, Bernard J., Toland, Judith A. *Payroll Accounting*. Current Year. Stamford, CT; Cengage Learning, 2021. 2021.

Internal Revenue Service. "IRS Circular E - Pub 15" 2013-12-18 00:00:00.0.

Internal Revenue Service. "IRS Tax Calendars - Pub 509" 2013-11-06 00:00:00.0.

Internal Revenue Service. "IRS Circular E - Pub 15A" 2013-12-23 00:00:00.0.

Landin, Jeanette. Schirmer, Paulette. *Payroll Accounting 2021*. 7th ed. New York, 2021.

Resources Other

1. Internal Revenue Service. Forms W-2, W-4, 940, 941 and other mandatory forms (updated annually).
2. Internet links to Payroll Certification Programs

Top of page

Key: 4