



South Central College

ACCT 1814 Payroll

Course Outcome Summary

Course Information

Description This course covers various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, time cards, employee earnings records, and state and federal reports.

Total Credits 3

Types of Instruction

Instruction Type

Face to Face and/or Online

Credits/Hours

Institutional Core Competencies

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

1. Develop an understanding of the personnel and payroll records

Learning Objectives

Identify various laws that affect employers in their payroll operations.

Explain the recordkeeping requirements of the various laws that affect employers.

Describe the employment procedures followed in a Human Resources Department.

Explain the importance of a thorough recordkeeping system.

Recognize the various personnel records used by businesses and know the type of information shown on each form.

Describe the procedures employed in a typical payroll accounting system.

Identify the payroll register.

Identify the employee's earning record.

2. Identify registers and records associated with payroll.

Learning Objectives

Explain the major provisions of the Fair Labor Standards Act.

Determine the employee's principal activities.

Determine the employee's preliminary activities.

Determine the employee's postliminary activities.

Identify what an absence is for an employer.

3. Describe the main types of records used to collect payroll data.

Learning Objectives

Identify time sheets used in business.

Understanding the use of time cards in business.

Explain the difference of card-generated and badge computerized time systems.

Identify the "next" generation of record keeping devices.

4. Compute wages and payroll.

Learning Objectives

Calculate wages on an hourly basis.

Convert weekly rates to hourly rates.

Convert bi-weekly rates to hourly rates.

Convert monthly rates to hourly rates

Convert semi-monthly rates to hourly rates.

Construct wages based on salary with a fluctuating workweek.

Construct wages based on piece rates.

Construct wages based on special incentive plans.

5. Paying Wages and Salaries.

Learning Objectives

Administer wages and salaries in cash.

Administer wages and salaries by check.

Administer wages and salaries by electronic transfer.

Explain unclaimed wages.

6. Identify persons and wages that qualify for social security taxes.

Learning Objectives

Determine what is an employee.

Explain a household employee.

Explain an independent contractor.

Explain an employer.

Explain taxable wages.

Determine exempt payments.

Determine meals and lodging.

Determine sick pay.

Determine contributions to a deferred compensation plan.

Calculate a taxable wage base.

Determine self-employment income.

7. Differentiate the requirements and procedures for depositing social security taxes and income taxes withheld from wages.

Learning Objectives

Explain a quarterly tax and information return.

Explain an annual return on withheld federal income taxes.

Explain the deposit requirements (nonagricultural workers).

8. Compute Social Security withholding tax.

Learning Objectives

Identify persons covered under the law for social security purposes.

Identify services that make up employment for social security purposes.

9. Identify persons and wages that are covered under the federal income tax withholding law.

Learning Objectives

Explain coverage under the federal income tax withholding law by determining: (a) the employer-employee relationship, (b) the kinds of payments defined as wages, and (c) the kinds of employment excluded under the law.

Explain the types of withholding allowances that may be claimed by employees for income tax withholding purposes.

Explain the purpose of Form W-4 and list the proper procedures for using the information contained on the form.

10. Calculate federal income tax using various methods.

Learning Objectives

Compute the amount of federal income tax to be withheld using: (a) the percentage method and (b) the wage-bracket method.

Compute the amount of federal income tax to be withheld using alternative methods such as quarterly averaging and annualization of wages.

Compute the withholding of federal income taxes on supplementary wage payments.

Explain how employees may receive Advance Earned Income Credit and how the employer computes the amount of the advance.

11. Describe the major types of information returns.

Learning Objectives

Complete Form W-2 and become familiar with other wage and tax statements.

Describe the major types of returns.

Explain the impact of state and local income taxes on the payroll accounting process.

12. Identify persons and wages that qualify under the Federal Unemployment Tax Act.

Learning Objectives

Describe the basic requirements for an individual to be classified as an employer or an employee under the Federal Unemployment Tax Act (FUTA).

Describe the factors considered in determining the coverage of interstate employees.

Identify generally what is defined as taxable wages by FUTA.

Compute the federal unemployment tax and the credit against this tax.

Describe how an experience-rating system is used in determining employer's contributions to state unemployment compensation funds.

Complete the reports required by FUTA.

Describe the types of information reports under the various state unemployment compensation laws.

Describe the factors that determine eligibility for unemployment compensation benefits.

13. Create payroll transactions.

Learning Objectives

Record payrolls in payroll registers and post to employees' earnings records.

Journalize the entries to record the payroll, payroll taxes, and payment of payroll-related liabilities.

Post to the various general ledger accounts that are used to accumulate information from the payroll entries.

Explain the payment and the recording of the payroll tax deposits.

Identify the general ledger accounts used to record payroll transactions.

14. Utilize a computerized accounting software in the completion of payroll processing, quarterly and year-end reporting.

SCC Accessibility Statement

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.