# PAYROLL ACCOUNTING
## Course Syllabus

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>FCB-0119</th>
<th>OHLAP Credit:</th>
<th>No</th>
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<tbody>
<tr>
<td>OCAS Code:</td>
<td>8110</td>
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<tr>
<td>Course Length:</td>
<td>120 Hours</td>
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<td>Career Cluster:</td>
<td>Finance</td>
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<td>Career Pathway:</td>
<td>Business Financial Management &amp; Accounting</td>
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<td>Career Major(s):</td>
<td>Full Charge Bookkeeper</td>
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<td>Pre-requisite(s):</td>
<td>Accounting I &amp; II</td>
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<tr>
<td>Course Description:</td>
<td>This course will provide students with a strong foundation in payroll principles and techniques needed for success in careers in accounting or other business related fields.</td>
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## Textbooks:
*Payroll Accounting* by Eric Weinstein, Labyrinth Learning, 2014

## Course Objectives:

### A. Understand the need for payroll and personnel records
1. Identify the various laws that affect employers in their payroll operations.
2. Examine the recordkeeping requirements of these laws.
3. Describe the employment procedures generally followed in a Human Resources Department.
4. Recognize the various personnel records used by businesses and know the type of information shown on each form.
5. Identify the payroll register and the employee's earnings record.

### B. Compute wages and salaries
2. Define hours worked.
3. Describe the main types of records used to collect payroll data.
4. Calculate regular and overtime pay.
5. Determine gross earnings
6. Identify distinctive compensation plans.

### C. Calculate social security taxes
1. Identify, for social security purposes, those persons covered under the law and those services that make up employment.
2. Identify the types of compensation that are defined as wages.
3. Apply the current tax rates and wage base for FICA and SECA purposes.
4. Describe the different requirements and procedures for depositing FICA taxes and income taxes withheld from employer's wages.

### D. Calculate Income Tax Withholding
1. Explain coverage under Federal Income Tax Withholding Law by determining:
   - (a) employer-employee relationship, (b) the kinds of payments defined as wages, and (c) the kinds of employment excluded under the law.
2. Explain: (a) the types of withholding allowances that may be claimed by
employees for income tax withholding and (b) the purpose and use for Form W-4.

3. Compute the amount of federal income tax to be withheld using: (a) the percentage method; (b) the wage-bracket method; (c) alternative methods such as quarterly averaging, annualizing of wages, and part-year employment; and (d) withholding of federal income taxes on supplementary wage payments.

4. Describe how employees may receive the advance earned income credit and how the employer computes the amount of the advance.

5. Explain: (a) Form W-2, (b) completion of Form 941, Employer’s Quarterly Federal Tax Return, (c) major types of information returns and (d) the impact of state and local income taxes on the payroll accounting process.

E. Calculate Unemployment Compensation Taxes

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

2. Identify generally what is defined as taxable wages by the Federal Unemployment Tax Act.

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

4. Describe how employees may receive the advance earned income credit and how the employer computes the amount of the advance.

5. Complete the reports required by the Federal Unemployment Tax Act.

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

F. Analyze and Journalize Payroll Transaction

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

2. Understand the various deductions – both voluntary and involuntary (taxes and garnishments) – that are taken out of employees’ gross pay.¹

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

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

5. Explain the recording of the payroll tax deposits.

6. Understand the need for end-of-price adjustments.

G. Payroll Project

1. Prepare payroll registers.¹

2. Maintain employees’ earnings records.


4. Complete federal, state, and city tax deposit forms and journalize the transactions

5. Prepare various quarter-end and year-end payroll tax forms.

6. Make the accrual entries for the payroll at the end of a year.

¹ ODCTE Objective
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.
Grading Procedures: 1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/ College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.