JEFFERSON COLLEGE

COURSE SYLLABUS

BUS243
PAYROLL ACCOUNTING

3 Credit Hours

Prepared by
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Revised by
Lorbert K. Price
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BUS243 Payroll Accounting

I. CATALOGUE DESCRIPTION

A. Prerequisite: BUS107 Bookkeeping or BUS240 Financial Accounting

B. 3 Credit Hours

C. Payroll Accounting teaches the student today’s business environment resources required for administration of payroll functions and constant change in the tax withholding responsibilities, which will enable the student to become more proactive in all payroll functions.

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

A. To develop payroll accounting practices

B. Learn and utilize both manual and computer technology for accurate accountability

C. Learn and use tax payroll withholding tables.

III. OUTLINE OF TOPICS

A. The Need for Payroll and Personal Records
   1. Identify the various laws that affect employers in their payroll operations
   2. Examine the recordkeeping requirements of these laws
   3. Examine the importance of a thorough recordkeeping system
   4. Describe the employment procedures generally followed in Human Resources Department
   5. Recognized the various personnel records used by businesses and know the type of information shown on each form
   6. Outline the procedures employed in a typical payroll accounting system
   7. Identify the payroll register and the employee’s earnings record

B. Computing Wages and Salaries
   1. Examine the major provision of the Fair Labor Standards Act
   2. Distinguish between the employees’ principal activities and their preliminary and postliminary activities
   3. Describe the main types of records used to collect payroll data
   4. Calculate regular and overtime pay
   5. Convert weekly wage rates to hourly wage rates
   6. Convert monthly and annual salary rates to hourly rates
7. Compute regular earnings and overtime earnings to arrive at total gross earnings
8. Compute overtime payments for pieceworkers using two different methods
9. Compute earnings under incentive, commission, and bonus plans

C. Social Security Taxes
   1. Identify and apply current tax rates and wage base for FICA and SECA Purposes
   2. Complete form 941 and form 8109.

D. Income Tax Withholding
   1. Explain income tax withholding laws, payments, allowance that can be claimed by employees
   2. Compute Federal Income Tax to be withheld using, percentage method and wage bracket method, quarterly averaging and annualizing of wages, and supplementary wage payment

E. Unemployment Compensation Taxes
   1. Describe basic requirements, factors in determining coverage under the Federal
   3. Complete the reports required by the Federal Unemployment Tax Act.

F. Analyzing and Journalizing Payroll Transactions
   1. Record Payrolls in a payroll register, post to employees earnings records
   2. Journalized the entries to record the payroll, payroll taxes, and payment of payroll related liabilities
   3. Post to various general ledger accounts

G. Manual Payroll Accounting Projects
   1. Prepare payroll registers
   2. Maintain employees’ earnings record
   3. Journalize and post payroll and payroll tax entries
   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.

IV. METHOD(S) OF INSTRUCTION

A. Lecture

B. Working Practical Problems and Applied Problems with each Chapter

C. One on One Help
V. REQUIRED TEXTBOOK(S)

TITLE: Payroll Accounting 2012 (Text Only)
AUTHOR: Bieg
EDITION:
COPYRIGHT YEAR: 2012
PUBLISHER: Cengage Learning
ISBN: 9781111970994

VI. REQUIRED MATERIALS

Notebook, paper, pencil(s) calculator, Good soft Eraser

VII. SUPPLEMENTAL REFERENCES

Will be supplied by Instructor

VIII. METHOD OF EVALUATION

A. Chapter quizzes
B. Multiple Chapter exams
C. Comprehensive final project
D. Attendance

Quizzes and Test and Final Project:

Each test will be valued at 100 points. MAKEUP TEST(S) will only be given at the request of the student and must be taken within ONE WEEK of the original test date.

Six (6) tests will be given to determine 80% of your grade.
Homework will constitute 20% of your grade.

Test Materials will come from chapters covered and/or assigned as well as lecture notes and other material covered in the class.
Attendance:

Students are expected to attend all classes as schedules. Four (4) or more absences will result in a final grade reduction by one (1) letter grade. Roll will be taken. An absence is excused only by providing documentation from Jefferson College official school activities, and/or medical doctor. Calling me does NOT excuse an absence.

Grading Scale:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tr>
<td>A</td>
<td>90 to 100 %</td>
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<tr>
<td>B</td>
<td>89 to 80 %</td>
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<tr>
<td>C</td>
<td>79 to 70 %</td>
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<tr>
<td>D</td>
<td>69 to 60 %</td>
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<td>F</td>
<td>59 and Below</td>
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IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.