

Course Outline

COURSE: ACCT 105 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2019 **CURRICULUM APPROVAL DATE:** 10/9/2018

SHORT TITLE: PAYROLL ACCOUNTING

LONG TITLE: Payroll Accounting

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54
		Total Learning Hrs:	162	

COURSE DESCRIPTION:

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. **ADVISORY:** Eligible for Mathematics 430 or equivalent Arithmetic proficiency.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 05 - Hybrid
- 72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Recognize and explain payroll laws, rules, and regulations.

Measure of assessment: homework, discussion, quiz, exam, project

Year assessed, or planned year of assessment: 2017

Semester: Fall

2. Recognize, explain, and demonstrate computation of wages and salaries; and computation of employee and employer taxes, including social security laws and taxes.

Measure of assessment: homework, discussion, quiz, exam, project

Year assessed, or planned year of assessment: 2017

Semester: Fall

3. Explain and demonstrate payroll record keeping, reporting, and tax filing.

Measure of assessment: homework, discussion, quiz, exam, project

Year assessed, or planned year of assessment: 2017

Semester: Fall

4. Complete a real world payroll project.

Measure of assessment: project

Year assessed, or planned year of assessment: 2017

Semester: Fall

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 10/9/2018

7 Hours

CONTENT: The Need for Payroll and Personnel Records

STUDENT PERFORMANCE OBJECTIVES: 1) Identify the various laws that affect employers in their payroll operations.

2) Examine the recordkeeping requirements of these laws.

3) Explain the importance of a thorough recordkeeping system.

4) Describe the employment procedures generally followed in a Human Resources Department.

5) Recognize the various personnel records used by businesses and describe 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.

7 Hours

CONTENT: Computing Wages and Salaries

STUDENT PERFORMANCE OBJECTIVES: 1) Explain the major provisions 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) Perform the following computations: Convert weekly wage rates to hourly wage rates, convert monthly and annual salary rates to hourly rates, compute regular earnings and overtime earnings to arrive at total gross earnings, compute overtime payments for pieceworkers using two different methods, compute earnings under incentive, commission, and bonus plans.

7 Hours

CONTENT: Social Security Taxes

STUDENT PERFORMANCE OBJECTIVES: 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) Explain the importance of obtaining and correctly using the Employer's Identification Number and the Employee's Social Security Number.
- 5) Describe the different requirements and procedures for depositing FICA taxes and income taxes withheld from employees' wages.
- 6) Complete Form 941, Employer's Quarterly Federal Tax Return, and Form 8109, Federal Tax Deposit Coupon.
- 7) Recognize that, as collection agents for the government, employers may be subject to civil and criminal penalties if they fail to carry out their duties.

8 Hours

CONTENT: Income Tax Withholding

STUDENT PERFORMANCE OBJECTIVES: 1) 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.

- 2) Explain the types of withholding allowances that may be claimed by employees for income tax withholding purposes.
- 3) Explain the purpose of Form W-4 and list the proper procedures for using the information contained on the form.
- 4) Compute the amount of federal income tax to be withheld using: a) the percentage method and b) the wage-bracket method.
- 5) Compute the amount of federal income tax to be withheld using alternative methods such as quarterly averaging, annualizing of wages, and part-year employment.
- 6) Compute the withholding of federal income taxes on supplementary wage payments.
- 7) Explain how employees may receive advance earned income credit and how the employer computes the amount of the advance.
- 8) Complete Form W-2 and become familiar with other wage and tax statements.
- 9) Review completion of Form 941, Employer's Quarterly Federal Tax Return
- 10) Describe the major types of information returns.
- 11) Explain the impact of state and local income taxes on the payroll accounting process.

7 Hours

CONTENT: Unemployment Compensation Taxes

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

- 2) Describe the factors considered in determining the coverage of interstate employees.
- 3) Identify generally what is defined as taxable wages by the Federal Unemployment Tax Act.
- 4) Compute the federal unemployment tax and the credit against this tax.
- 5) Describe how an experience-rating system is used in determining employers' contributions to state unemployment compensation funds.
- 6) Complete the reports required by the Federal Unemployment Tax Act.
- 7) Describe the types of information reports under the various state unemployment compensation laws.

7 Hours

CONTENT: Analyzing and Journalizing Payroll Transactions

STUDENT PERFORMANCE OBJECTIVES: 1) Record payrolls in payroll registers and post to employees' earnings records.

2) Describe the various deductions-both voluntary and involuntary (garnishments) that are taken out of employees' gross pay.

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 payment and the recording of the payroll tax deposits.

6) Discuss the need for end-or-period adjustments.

7) Identify the general ledger accounts used to record payroll transactions.

8 Hours

CONTENT: Payroll Project

STUDENT PERFORMANCE OBJECTIVES: 1) Prepare payroll registers.

2) Maintain employees' earnings records.

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.

2 Hours

METHODS OF INSTRUCTION:

Lecture, Discussion, Guided Practice

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 60

Assignment Description: HOMEWORK: Chapter 1 - Payroll and Personnel Records: Questions and Problems. HOMEWORK: Chapter 2 - Computing Wages and Salaries: Questions and Problems.

HOMEWORK: Chapter 3 - Social Security Taxes: Questions and Problems. HOMEWORK: Chapter 4 - Income Tax Withholding: Questions and Problems. HOMEWORK: Chapter 5 - Unemployment

Compensation Taxes: Questions and Problems. HOMEWORK: Chapter 6 - Analyzing and Journalizing Payroll

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 5.00 %

Percent range of total grade: 5% to 20% Written Homework; Reading Reports; Other: short Answer. If this is a degree applicable course, but substantial writing assignments are not appropriate, indicate reason: Course is primarily computational and course primarily involves skill demonstration or problem solving.

Problem-solving assignments

Percent of total grade: 30.00 %

Percent range of total grade: 30% to 90% Homework Problems; Quizzes; Exams; Other: Projects

Skill demonstrations

Percent of total grade: 5.00 %

Percent range of total grade: 5% to 20% Class Performance/s

Objective examinations

Percent of total grade: 30.00 %

REPRESENTATIVE TEXTBOOKS:

Bieg, Bernard J. . Payroll Accounting. Boston, MA: Cengage Learning,2018.

ISBN: 9781337291057

Reading Level of Text, Grade: 12th Verified by: Jason Wolowitz

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200130

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: ACCT

CSU Crosswalk Course Number: 105

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000231601

Sports/Physical Education Course: N

Taxonomy of Program: 050200