

Date Adopted: _____

Date Reviewed: Aug 2015

Date Revised: Aug 2015

ACT 249 – Payroll Accounting

I. ACT 249 – Payroll Accounting – 3 Semester Hours

II. Course Description

This course focuses on federal, state and local laws affecting payrolls. Emphasis is on payroll accounting procedures and practices, and on payroll tax reports. Upon completion of this course, the student will be able to apply knowledge of federal, state and local laws affecting payrolls.

III. Prerequisite

BUS 241 or ACT 145

IV. Textbook

Textbook: Payroll Accounting 2014 w/Klooster & Allen Software CD, current edition

Publisher: Southwestern Publishing Co.

Authors: Bieg

V. Course Objectives

The student will:

1. identify various laws that affect employers in their payroll operations.
2. be able to understand the application of the major provisions of the Fair Labor Standards Act, and other laws affecting the employment and compensation of individuals.
3. be able to analyze various types of payroll data and mathematically convert the relevant information into an acceptable payroll format.
4. be able to determine the employer's payroll tax liability arising from payroll transactions and comply with the statutes for reporting the employer's liability.
5. understand the applicable accounting principles and procedures for recording payroll transactions.

VI. Course Outline of Topics

1. The student will: identify various laws that affect employers in their payroll operations by being given a list of laws governing payrolls:
 - a) explain the provisions of each law.
 - b) explain the application of each law in the preparation of payrolls.
2. The student will be able to understand the application of the major provisions of the Fair Labor Standards Act and other laws affecting the employment and compensation of individuals by being given information concerning specific individuals.
3. The student will identify and explain the applicable laws in the particular situation.
4. The student will be able to analyze various types of payroll data and mathematically convert the relevant information into an acceptable payroll format by being given basic data concerning a payroll period for an employer;
5. The student will:
 - a) make necessary computations for regular and overtime pay.
 - b) compute the correct amount to withhold from the employee's gross earnings for FICA, income tax, and other deductions.

6. The student will be able to determine the employer's payroll tax liability arising from payroll transactions and comply with the statutes for reporting the employer's liability by being provided data from a specific payroll period.
7. The student will:
 - a) compute the employer's tax liability.
 - b) prepare the required forms for reporting and transmitting the employer's tax liability to the specific agencies.
 - c) understand the applicable accounting principles and procedures for recording payroll transactions by being given data for a completed payroll; the student will prepare journal entries to:
 - d) record the payroll and the amounts withheld.
 - e) record the employer's liability accruing from the payroll.
 - f) record the disbursements made for the liabilities created by the payroll.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).