



**COWLEY COLLEGE
& Area Vocational Technical School**

COURSE PROCEDURE FOR

**PAYROLL ACCOUNTING
ACC1120 2 Credit Hours**

Student Level:

This course is open to students on the college level in either the freshman or sophomore year.

Catalog Description:

ACC1120 - PAYROLL ACCOUNTING (2 hrs)

Payroll accounting will provide practice in all payroll operations both manually and through the use of computerized payroll software. The course will cover topics including the preparation of employee earnings records, payroll registers, and federal and state reports. A basic payroll accounting system will be used to introduce calculations and recording of earnings and taxes.

Prerequisites:

Basic knowledge of accounting with minimum grade of C in ACC1111 Fundamentals of Accounting or equivalent.

Controlling Purpose:

This course is designed to introduce the laws and regulations affecting payroll. Students will become familiar with the necessary records and reports and proper procedures for preparing and accounting for payroll.

Learner Outcomes:

Payroll Accounting provides students with an understanding of the application the payroll tax laws, necessary records and reports and proper procedures for preparing, correcting, and accounting for payroll. Emphasis will be placed on the liabilities, records and control requirements of payroll accounting. Students will be able to describe the basic accounting systems involved with payroll accounting in both a manual and computerized format.

Units Outcomes and Criterion Based Evaluation Key for Core Content:

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.

- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

UNIT 1: Payroll and Personnel Records
 Outcomes: Upon completion of this unit, the students will be able to identify payroll laws regarding employment and the basics of the payroll system.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify the various laws that affect employees in their payroll operations.
						Explain the payroll recordkeeping required by payroll laws and importance of thorough recordkeeping system.
						Describe employment procedures followed in a Human Resource Department.
						Recognize the various personnel records used by businesses and know the type of information shown on each form.
						Identify payroll register and employee's earnings record.

UNIT 2: Computing and Paying Wages and Salaries

Outcomes: Upon completion of this unit, the students will be able to explain the Fair Labor Standards Act and how to compute payroll.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Explain the major provisions of the Fair Labor Standards Act and define hours worked.
						Describe main types of records used to collect payroll data.
						Perform payroll computations for hourly and salaried employees, including regular pay and overtime.
						Identify distinctive compensation plans.

UNIT 3: Social Security Taxes

Outcomes: Upon completion of this unit, the students will be able to apply current tax rates and wages for FICA and SECA.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify for social security purposes those persons covered under law and those services that make up employment.
						Identify the types of compensation that are defined as wages.
						Apply current tax rates and wage bases for FICA and SECA purposes.
						Describe procedure for depositing FICA taxes and income taxes.
						Complete federal forms associated with payroll.

UNIT 4: Income Tax Withholdings

Outcomes: Upon completion of this unit, the students will be able discuss withholding allowances and the various forms used in the preparation of taxes.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Explain types of withholding allowances that may be claimed by employees for income tax withholding.
						Explain purpose of W-4 form and list proper procedures for using both the percentage method and the wage bracket method.
						Compute the amount of federal tax to be withheld using both the percentage method and the wage bracket method.
						Describe how employees may receive the advance earned income credit and how the employer computes the amount of the advance.
						Complete W-2 form and other types of informational returns.

UNIT 5: Unemployment Compensation Taxes

Outcomes: Upon completion of this unit, the students will be able to discuss and calculate federal and state unemployment taxes and complete various forms associated with them.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Describe the basic requirements for an individual to be classified as an employer or an employee under the Federal Unemployment Tax Act.
						Identify taxable wages as defined by Federal Unemployment Tax Act.
						Compute federal and state unemployment tax.
						Describe how an experience-rating system is used in determining employers' contributions to state unemployment compensation funds.
						Complete required reports under federal and state unemployment compensation laws.
						Describe the types of information reports under the various state unemployment compensation laws.

UNIT 6: Analyzing and Journalizing Payroll Transactions

Outcomes: Upon completion of this unit, the students will be able to analyze and journalize payroll transactions.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Record payroll in payroll registers and post to employees earnings records.
						Journalize entries for payroll, payroll taxes and payment of payroll-related liabilities.
						Post journal entries to general ledger accounts.
						Prepare end-of-month adjustments for payroll.

UNIT 7: Computerized Payroll Accounting

Outcomes: Upon completion of this unit, the students will be able apply their knowledge of payroll accounting using a computerized payroll accounting format.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify the components and procedures of a computerized payroll system.
						Maintain employee earnings records through use of the computer.
						Enter and correct payroll transactions.
						Generate payroll and employer's payroll taxes journal entries.
						Display and describe computerized payroll reports.

Projects Required:

As assigned in class.

Textbook:

Contact Bookstore for current textbook.

Materials/Equipment Required:

Calculator

Storage Media Devices (such as a flash drive, etc.)

Attendance Policy:

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

Grading Policy:

The grading policy will be outlined by the instructor in the course syllabus.

Maximum class size:

Based on classroom occupancy

Course Time Frame:

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

Refer to the following policies:

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

Disability Services Program:

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.