Prepared by the Department of Business
Date of Departmental Approval: October 1, 2012
Date Approved by Curriculum and Programs: October 10, 2012 **Effective: Spring 2012**

1. **Course Number: ACC115**
   Course Title: Payroll Accounting

2. **Description:** Payroll Accounting provides an understanding of the laws that affect a company's payroll structure and practical application skills in maintaining payroll records. Topics covered include: payroll tax laws, payroll tax forms, payroll and personnel records, computing wages and salaries, taxes affecting employees and employers, analyzing and journalizing payroll transactions and completing various federal and state forms. Students prepare business payroll in both a manual and computer format.

3. **Student Learning Outcomes:** Upon successful completion of this course, students are able to do the following.
   - Compute gross pay, withholdings, net pay, and employer taxes in a manual payroll system.
   - Determine whether an individual providing services is an employee or independent contractor
   - Maintain general and subsidiary records of all payroll amounts in a manual payroll system and generate related journal entries.
   - Interpret reports and generate journal entries within the framework of a computerized payroll system (e.g. payroll service bureau).
   - Select, maintain, operate and backup a computerized payroll system.
   - Compute required periodic payroll tax deposits/payments.
   - Prepare required monthly, quarterly, and annual payroll tax returns for federal and state payroll taxes.
   - Reconcile paychecks, computerized payroll records, payroll tax returns, and payroll tax deposits/payments.
   - Issue corrected paychecks and generate related journal entries; input corrections to computerized payroll records; prepare amended payroll tax returns; generate adjusting disbursements for payroll tax deposits/payments.
   - Compute Temporary Disability Insurance premiums.
   - Estimate workman's compensation insurance premiums for various classes of workers and in total.
   - Discuss important employer non-financial reporting requirements
   - Perform certain human resource functions and responsibilities related to hiring, management, employee development and termination.
   - Monitor a company's compliance with applicable federal and state payroll tax and selected employment laws.

4. **Credits:** 3 credits

5. **Satisfies General Education Requirement:** No

6. **Prerequisite:** ACC111 or ACC201

7. **Semester Offered: Varies**

8. **Suggested General Guidelines for Evaluation**: Students are evaluated using computerized applications, quizzes and exams.

9. **General Topical Outline** (Optional)**:**