COURSE OUTLINE OF RECORD

Number: ACCT G110   TITLE: Payroll Accounting And Taxation

ORIGINATOR: Alice Rivera   EFF TERM: Spring 2015
FORMERLY KNOWN AS:

DATE OF OUTLINE/REVIEW: 11-04-2014
CROSS LISTED COURSE:

SEMESTER UNITS: 3.0
HRS LEC: 54.0   HRS LAB: 0.0   HRS OTHER: 0.0
CONTACT HRS TOTAL: 54.0
STUDY NON-CONTACT HRS RECOMMENDED: 108.0

CATALOG DESCRIPTION:
This course will present a review of the underlying theory and application of various state and federal payroll taxes. Payroll preparation, payroll forms, and recent payroll legislation are covered in detail.

JUSTIFICATION FOR COURSE:

PREREQUISITES:
COREQUISITES:
ADVISORIES:
ASSIGNED DISCIPLINES:
Accounting

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00
CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]
GRADING POLICY: Pass/No Pass [ ] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]
OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]
TRANSFER STATUS: CSU Transferable[ ] UC/CSU Transferable[ ] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X]    LEVELS BELOW TRANSFER: Not Applicable
CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable
NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

ACCOUNTING (SAM) CODE: C
REPEATABLE ACCORDING TO STATE GUIDELINES: No [X]   Yes [ ] NUMBER REPEATS:
REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]
Accounting(Associate in Arts)
Human Resources Management(Certificate of Achievement)
IRS Enrolled Agent(Certificate of Specialization)
Staff Accountant Option(Certificate of Achievement)

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. Analyze, compute, and record payroll transactions in an accounting system, including the preparation of a payroll register.
2. Prepare various state and federal payroll tax forms for the purpose of documenting wages and taxes, remitting taxes and withholdings, and providing other required information to employees and government entities.
3. Define federal and state payroll legislation and apply them in payroll processing.

4. Design, implement, and maintain the basic internal controls for the payroll cycle.

COURSE OBJECTIVES:
1. Analyze, compute, and record payroll transactions in an accounting system, including the preparation of a payroll register.
2. Prepare various state and federal payroll tax forms for the purpose of documenting wages and taxes, remitting taxes and withholdings, and providing other required information to employees and government entities.
3. Define federal and state payroll legislation and apply them in payroll processing.
4. Design, implement, and maintain the basic internal controls for the payroll cycle.

COURSE CONTENT:

LECTURE CONTENT:

A. TOPICS

1. The Need for Payroll Records
   b. Fair Employment Laws
   c. Federal Insurance Contributions Act (FICA)
   d. Income Tax Withholding Laws
   e. Unemployment Tax Acts
   f. Other Federal and State Laws Affecting the Need for Payroll Records

2. Determination of Employee vs. Independent Contractor Status
   a. Federal/State Laws Used to Determine Employee status vs. Independent Contractor Status
   b. Employer Documentation of Independent Contractor Status
   c. Differences in Hiring, Reporting and Paying and Taxation of Independent Contractors
   d. Penalties and Pitfalls of Misclassification

3. Computing and Paying Wages and Salaries
   a. Emerging Patterns of Work Schedules
   b. Keeping a Record of Timed Worked
   c. Methods of Computing Wages and Salaries
   d. Methods of Paying Wages and Salaries
   e. Federal and State Minimum Wage Laws

4. Social Security Taxes
   a. Coverage under FICA
   b. Self-Employed Persons – Their Income and Taxes
   c. Quarterly Returns Required Under FICA

5. Withholding for Federal and State (CA) Income Taxes
   b. Withholding Allowances
   c. Methods of Withholding
   d. Withholding Tax and Supplemental Wage Payments and Tips
   e. Advance Payment of Earned Income Credit
   f. Tax Deposit Amount Calculations and Method of Payment
   g. Tax Deposit Due Dates and Calculation of Late Payment Penalties
   h. Wage and Tax Statements (W-2)
   i. Employer’s Records and Returns

6. Unemployment Compensation Taxes and State Disability Insurance
   a. Coverage Under FUTA and SUTA
   b. Unemployment Compensation Taxes and Credits
   c. Unemployment Compensation Reports Required of the Employer
d. Tax Deposit Requirements under FUTA and SUTA
e. Coverage Under State Disability Insurance (CA)
f. Calculation and Withholding of State Disability Insurance
g. Payment and Reporting of State Disability Insurance
h. Employee eligibility for State Disability Compensation
i. Worker’s Compensation Insurance Coverage Requirements and Employee Benefits

7. Analyzing and Journalizing Payroll Transactions
   a. The Payroll Register
   b. The Employee’s Earnings Record
   c. Recording Payroll Taxes, Income Taxes Withheld, the Deposit of Payroll Taxes, and Other Transactions Pertaining to Payroll Deductions

8. Social Security Benefits
   a. Medical Care for Aged and Needy
   b. Applying for Social Security Benefits

9. Automated Payroll Accounting Systems
   a. Accounting Board Systems
   b. Punched-card Payroll Systems
   c. Electronic Data Processing Systems ** Additional unit of instructions needed to cover all topics more in-depth and to add the coverage of California state rules, taxes and forms. Additional instruction time will be used to add a class group project that will provide a complete cycle of payroll experience using a commercial software package. Items in bold are new items to be covered due to student requests and new laws affecting payroll.

METHODS OF INSTRUCTION:

A. Lecture:
B. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:

Out-of-class Assignments

Problems at the end of each chapter are independently solved, reviewed in class and turned in for credit.

Writing Assignments

Problems at the end of each chapter are independently solved, reviewed in class and turned in for credit.

METHODS OF STUDENT EVALUATION:

Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

Demonstration of Critical Thinking:

Final chapter of book is an in-depth practice set completing the payroll periods for the fourth quarter of a company and filing all year-end reports. The project develops a clear understanding of the payroll cycle.
**Required Writing, Problem Solving, Skills Demonstration:**

Problems at the end of each chapter are independently solved, reviewed in class and turned in for credit.

**TEXTS, READINGS, AND RESOURCES:**

**TextBooks:**


Since payroll rates and withholding amounts change every year, the publisher (Cengage) issues a new edition on an annual basis. The class adopts to the upgraded edition every year.

**LIBRARY:**

**Adequate library resources include:** Non-Print Materials

**Comments:**

**Attachments:**

[Attached Files](#)