ACC 150  
PAYROLL ACCOUNTING

COURSE DESCRIPTION
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.

3 Credits
Prerequisite: ENG 100 and MAT 105 or eligibility for MAT 110

COURSE FOCUS
The focus of the course is to give the student a working knowledge of payroll accounting.

TEXT AND REFERENCES
CengageNOW access code. ISBN: 978-1285-4809-54

COURSE GOALS
The following list of course goals will be addressed in the course.

1. identify the various laws that affect employers in their payroll operations
2. examine the recordkeeping requirements of various laws affecting payroll operations
3. describe the employment procedures generally followed in a Human Resources Department
4. recognize the various personnel records used by businesses and know the type of information shown on each form.
5. identify the payroll register and the employee’s earnings record
6. explain the major provisions of the Fair Labor Standards Act
7. define hours worked
8. describe the main types of records used to collect payroll data
9. calculate regular and overtime pay
10. identify distinctive compensation plans
11. identify, for social security purposes, those persons covered under the law and those services that make up employment
12. identify the types of compensation that are defined as wages
13. apply the current tax rates and wage base for FICA and SECA purposes
14. describe the different requirements and procedures for depositing FICA taxes and income taxes withheld from employees’ wages
15. complete Form 941, Employer’s Quarterly Federal Tax Return
16. explain coverage under the Federal income Tax Withholding Law by determining the employer-employee relationship
17. explain coverage under the Federal income Tax Withholding Law by determining the kinds of payments defined as wages
18. explain coverage under the Federal income Tax Withholding Law by determining the kinds of pretax salary reductions
19. explain the types of withholding allowances that may be claimed by employees for income tax withholding
20. explain the purpose and use of Form W-4
21. compute the amount of federal income tax withheld using the percentage method
22. compute the amount of federal income tax withheld using the wage-bracket method
23. compute the amount of federal income tax withheld using alternative methods such as quarterly averaging, annualizing of wages, and part-year employment
24. compute the amount of federal income tax withheld using withholding of federal income taxes on supplementary wage payments
25. explain Form W-2
26. explain the completion of Form 941, Employer’s Quarterly Federal Tax Return
27. explain the major types of information returns
28. explain the impact of state and local income taxes on the payroll accounting process
29. describe the basic requirements for an individual to be classified as an employer or an employee under the Federal Unemployment Tax Act
30. identify generally what is defined as taxable wages by the Federal unemployment Tax Act
31. compute the federal unemployment tax and the credit against this tax
32. describe how an experience-rating system is used in determining employers’ contributions to state unemployment compensation funds
33. complete the reports required by the Federal unemployment Tax Act
34. describe the types of information reports under the various state unemployment compensation laws
35. record payrolls in payroll registers and post to employees’ earnings records
36. understand the various deductions – both voluntary and involuntary—that are taken out of employees’ gross pay
37. journalize the entries to record the payroll and payroll taxes
38. post to the various general ledger accounts that are used to accumulate information from the payroll entries
39. explain the recording of the payroll tax deposits
40. understand the need for end-of-period adjustments
41. prepare payroll registers
42. maintain employees’ earnings records
43. journalize and post payroll and payroll tax entries
44. complete federal, state, and city tax deposit forms and journalize the transactions
45. prepare various quarter-end and year-end payroll tax forms
46. make the accrual entries for the payroll at the end of the year

STUDENT CONTRIBUTION
Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class and participation in class discussions greatly enhances the learning experience for all students.

COURSE EVALUATION
Assignments and exams will be translated to points and the points to grades. There are 800 points possible and grades will be earned as follows: A = 720 to 800, B = 640 to 719, C = 560 to 639, D = 480 to 559

There will be six tests during the course. Each test will be based on textbook assignments, lecture material, and classroom discussions from the period preceding the exam. Each test will be worth 80 points, for a total of 480 points
There will be a comprehensive payroll project that will apply the knowledge acquired in the course to practical payroll situations that will be worth 320 points (40% of the total grade).

COURSE SCHEDULE
This class is a hybrid class, which meets in the classroom weekly. Students will complete the tests and comprehensive payroll project using Blackboard and/or CengageNOW.

Approved by: __Kenneth Flick_________________________________________ Developed/Revised: 12/12/2012
Ken Flick, Division Dean for Business & Industrial Divisions
ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp
EMERGENCY TEXT MESSAGE ALERT
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp