Fall 9-2004

ACC 134T.01: Payroll Topics

Lisa M. Swallow
University of Montana - Missoula, lisa.swallow@mso.umt.edu

Course Number and Title: ACC 134T   PAYROLL TOPICS
Date Revised: Spring 2004
Semester Credits: 3
Contact Hours Per Semester:
    Lab Hours Per Week: 1
    Lecture Hours Per Week: 2
Prerequisites: ACC 132T - Competency Test Score = 75+
Faculty Name and e-mail: Lisa Swallow   lisa.swallow@umontana.edu
Phone Number: 243-7810
Office Location: AD11E
Office Hours: MW 1-2, TTh11-12

RELATIONSHIP TO PROGRAM: Payroll is one of the primary modules within any computerized or manual accounting system. Upon completion, students have a working knowledge of how to set up payroll, prepare payroll and comply with state and federal laws. This course requires students to work extensively on computerized payroll software.

COURSE DESCRIPTION: Payroll Topics including Federal and Montana state payroll tax law. Includes study of workers compensation, independent contractor determination and registration, preparation of payroll, payroll tax returns and deposits, and annual information payroll returns. Includes exposure to federal law affecting payroll such as Fair Labor Standards Act, ADA, Family Medical Leave Act, Civil Rights Act, etc. and applicable Montana state laws.

POWERPOINT PRESENTATIONS can be found on web at:
http://www.cte.umt.edu/courses/acc134T

STUDENT PERFORMANCE OUTCOMES:

1. Determine independent contractor or employee status and complete MT Contractor Registration and independent contractor exemption.

2. Compute gross payroll amounts for a variety of payroll types - piece rate, salary, commission, etc.

3. Compute all federal and state income tax withholding amounts utilizing tables.

4. Calculate net pay and disburse paychecks.

5. Prepare a payroll register and employees= earnings records.

6. Compute federal and state unemployment taxes.

7. Prepare quarterly and annual payroll tax and Workers Compensation reports.

8. Prepare payroll tax deposits in accordance with federal and Montana state law.

9. Establish employer compliance aspects of a new entity; apply for a Federal Employer Tax identification number, Social Security number, administer W-4, I-9, W-5, maintain payroll and personnel documentation in accordance with federal and Montana state law.

10. Journalize payroll transactions.

11. Complete the entire payroll process within a computerized and a manual system.

COURSE OUTLINE:

$ **Legislation**
  $ **SSA**
  $ **FMLA**
  $ **HIPPA**
  $ **FLSA**
  $ **ADA**
  $ **CIVIL RIGHTS ACT**

- **Pay Types**
  $ **Commission**
  $ **Piece Rate**
  $ **Overtime**

$ **Types of Employees**
  $ **Exempt vs. nonexempt employees**
  $ **Tipped employees**
  $ **Temporary employees**
  $ **Self employed**

Payroll Taxes
  $ **FICA**
  $ **Capped employees**
  $ **FIT Withholdings**
  $ **SIT Withholdings**
  $ **Depositing FICA/FIT and preparing 941**
  $ **Depositing SIT and preparing MTQ**
  $ **Calculating and depositing FUTA and preparing 940**
  $ **Calculating SUTA**

$ **Preparing net paychecks in variety of situations**
$ **Reconciling payroll**
$ **Journalizing payroll entries**
$ **Utilize payroll software**
$ **Prepare manual payroll register**
$ **Independent contractor vs. employees**
$ **Contractor registration**
$ **Workers compensation law**
$ **Department of Revenue compliance issues**
$ **Department of Labor & Industry compliance issues**

HOMEWORK:

Federal Portion
Reading assignments and problems from the Payroll Accounting text will be assigned *each* day. Home-work is due the class period for which it is assigned. *No late homework will be accepted.* Homework should be completed prior to class--this is imperative. If you wait and take it off of the board when we work it together, you will *not* learn it! Homework will be collected on a random basis and will be returned to you the next class period and will either have an **X** (full credit), **2 X** (2 credit) or a **0** (0 credit). I grade homework according to effort and completeness, not numerical accuracy. Your text-based homework will be collected *after* we go over it together in class, so I will also consider corrections and notes on your homework as a partial evaluation of effort. Do the homework in pencil and then correct it in pen in class. The nature of payroll accounting is such that each new concept builds upon the previous one. The best way to approach this class is to read the assigned pages, listen to me lecture on it and then reread it to do your homework. Make sure to go over the summary of Self-Study Quizzes found within each chapter in the Payroll Accounting textbook.

You will also complete a manual payroll register throughout the class; it will be due towards the end of the semester.

A computerized payroll project will also be completed and due towards the end of the semester.

State Portion
You will be assigned reading from the packet, as well as various activities including completion of state employment forms and writing a memo regarding independent contractor status.

ATTENDANCE/MAKEUP TESTS: You are expected to come to class. Tests may not be made up unless prior arrangements are made. You must take the makeup test the day you return to school. *Let me stress that there are no exceptions to this--if there's a problem, call and leave a message or you have lost the chance to take that particular exam.*

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:
Homework, tests, and computerized payroll practice set will be given point values. The total points earned will be divided by the total points available to determine the grade. The points available are as follows:

Test I	Chapters 1-3 from text	100	**GradinScale:**
Test II	Chapters 4-6 from text	100	90 - 100% = A
Test III	Montana Payroll Topics	100	80 - 89% = B
Quizzes	Varied	10	70 - 79% = C
State Homework	Montana Payroll Topics	60	60 - 69% = D
Federal Homework	Weekly chapter homework from text per attached	30	59% - = F
Project	Computerized payroll set	50	
Audit Test	Computerized payroll set	100	
Payroll Register	Continuing Payroll Problem - from back of Chapters 1-6	<u>25</u>	
	TOTAL POINTS AVAILABLE	**575**	

As per the University calendar, the week of December 13-17 will be finals week.

REQUIRED TEXT: *2004 PAYROLL ACCOUNTING* by Bieg
                          Montana Payroll Topics at Denny's Copy Stop, 2330 South Higgins

SUPPLIES: Calculator
                    Mechanical Pencil/Eraser

HOMEWORK ASSIGNMENTS FROM TEXTBOOK
Chapter 1
Read entire chapter
Review Questions 3, 8, 9, 10
Discussion Questions 2, 5

Chapter 2
Read entire chapter
Review Questions 6, 9, 12
Discussion Questions 1, 2, 5
Practical Problems 2, 3, 6, 8, 9, 12, 14, 15, 16
Continuing Problem

Chapter 3
Read entire chapter
Review Questions 3, 4, 5, 8, 10, 12
Discussion Questions 1, 2, 4
Practical Problems 1, 2, 3, 4, 6, 10, 11, 12 (11-12 are 941s)
Continuing Problem

Chapter 4
Read entire chapter
Review Questions 2, 3, 6, 12, 14, 15
Discussion Question 1,5
Practical Problems 1, 2, 9
Continuing Problem
Case 1

Chapter 5
Read chapter
Review Questions 1, 5, 6, 7, 11, 13
Practical Problems 2(a), 8, 15, 16(a) and 16(c)
Continuing Problem

Chapter 6
Read chapter
Review Questions 2, 5, 6
Discussion Question 2
Practical Problems 1, 6, 7, 8
Continuing Problem