

Dakota County Technical College

ACCT 1206: Payroll Accounting

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the various state and federal laws pertaining to computation and payment of salaries and wages. Topics include preparation of employment records, payroll registers, employee earnings records, and state and federal reports.

Prerequisite: ACCT1010 Principles of Financial Accounting I

B. COURSE EFFECTIVE DATES: 08/24/2014 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Analyze federal payroll laws
2. Analyze state payroll laws
3. Calculate gross wages including regular and overtime pay
4. Complete periodic examinations
5. Compute employee working time
6. Compute federal and state withholding tax
7. Convert monthly, semimonthly, biweekly and annual salary rates to hourly
8. Define employee, employer, and independent contractor
9. Describe federal tax deposit rules
10. Describe methods of computing wages
11. Describe payroll accounting systems
12. Describe working schedules
13. Identify employee benefit plans
14. Identify various voluntary and involuntary deductions from employees; gross pay
15. Maintain employee earnings records
16. Outline FUTA and SUTA unemployment compensation laws and taxes
17. Outline and calculate social security taxes
18. Outline income tax withholding methods
19. Outline the major provisions of the Fair Labor Standards Act
20. Prepare 940 form
21. Prepare 941 form and schedule B
22. Prepare forms W-2, W-3, W-4
23. Prepare the payroll register
24. Record payroll journal entries

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted