

Minnesota State College Southeast

ACCT 1210: 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 fundamental principles of accounting for payroll in a business environment. Federal Wage and Hour law provides the framework for payroll record keeping requirements that most employers must follow. The course discusses the various payroll taxes that both employers and employees are subject to, filing requirements, and legal deadlines that must be followed. (Prerequisite: none) (2 Credits: 2 lec/0 lab)

B. COURSE EFFECTIVE DATES: 04/27/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. The need for payroll and personnel records
2. Computing Wages and Salaries
3. Federal and State Payroll Taxes

D. LEARNING OUTCOMES (General)

1. Describe the various laws affecting employers in payroll operations. Examine the recordkeeping requirements of these laws and how compliance issues can arise. Outline a typical Human Resource/Payroll systems records. Illustrate the Payroll Register and Employee Earnings Record and the data contained in each.
2. Define the term - hours worked, and other terms relevant to a payroll accounting system. Describe the major categories of records required under the Fair Labor Standards Act. Calculate regular earnings and overtime earnings and discuss various different compensation plans and the unique features of those plans.
3. Discuss social security taxes, the components of social security, and the bases of coverage. Calculate OASDI and HI taxes for both employer and employee in a variety of differing cases. Federal and State income tax withholding calculations are performed. Federal and State unemployment taxes are also covered in detail.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted