

Certified Payroll Professional Boot Camp

2023 Course Outline

Module 1: Payroll Concepts

- Introduction to Payroll in the United States
 - Documents Employers Request
 - Social Security Numbers
 - Methods of Paying Employee
 - Withholding Taxes
 - Social Security
 - Medicare
 - Unemployment Insurance Tax
 - Disability Insurance Tax
 - Employee Benefits
- Introduction to Payroll
 - Challenges
 - The Payroll Process
- Employee/Independent Contractor
 - Worker Classification
 - Backup Withholding
 - Statutory Employee/Nonemployee
 - New Hire Reporting
 - Social Security Numbers
- Fair Labor Standards Act
 - Fair Labor Standards Act Concepts
 - Exempt/Nonexempt Employees: Concepts
 - Exempt/Nonexempt Employees: Definitions
 - Minimum Wage
 - Tips
 - Regular Rate of Pay
 - The Workweek
 - Overtime
 - Work Hours
 - Other FLSA Provisions
- Employment Forms
 - Employee Forms

Module 2: Calculations of Pay

- Calculation of Regular Pay
 - Calculate Regular Pay for Time Worked
 - Calculate Other Pay
 - Calculate Regular Rate of Pay

- Calculation of Overtime Premium
 - Calculate Overtime Using a Weighted Average
 - Calculate Nonexempt Salaried Overtime Premium Pay
 - Calculate Commission Overtime Premium Pay
 - Calculate Piecework Overtime Premium Pay
- Calculation of Gross Pay
 - Final Pay
- Calculation of Federal Taxes
 - Taxable Wages
 - Federal Income Tax Withholding
 - Treatment of 2019 and Earlier Form W-4 as Form 2020 or Later
- Calculation of Social Security and Medicare Taxes
 - Social Security Tax Withholding Requirements
 - Medicare Tax Withholding Requirements
 - Other FICA Tax Considerations
- Calculation of Voluntary Deductions
 - Union Dues
 - Credit Union Deductions
 - Charitable Contributions
- Calculation of Employer Tax Liability
 - Calculate Employer Social Security Liability
 - Calculate Employer Medicare Liability
 - Calculate Employer Total Tax Liability
- Calculation of Gross-Ups
 - Grossing-up
 - Grossing Up When Crossing the Social Security Wage Base
 - Grossing Up With 401(k)
- Other Tax Considerations
 - Multi-State Income Taxation
 - Railroad Retirement Tax Act

Module 3: Calculations of Deductions and Net Pay

- Calculation of Involuntary Deductions
 - Withholding Orders
 - Child Support
 - Federal Tax Levy
 - Creditor Garnishments
 - Other Withholding Orders
 - Priorities of Withholding Orders
- Calculation of Net Pay
 - Calculate Total Deductions
 - Calculate Total Payroll
 - Calculate Net Pay

Module 4: Fringe Benefits and Other Payments

- Fringe Benefit Rules
 - IRS Regulations Impacting Payroll
 - Tax Requirements
 - IRS Requirements
 - Special Accounting Rule
- Nontaxable Benefits
 - \$132 (Income Exclusion Basics)
 - Plans That Favor Highly Compensated Employees
 - Plans That Favor Key Employees
 - No-Additional-Cost Fringe Benefits
 - Qualified Employee Discounts
 - De Minimis Fringe Benefits
 - Working Condition Fringe Benefits
 - Cell Phones – Working Condition Fringe Benefits
 - Qualified Transportation Fringe Benefits
 - On-Premises Athletic Facilities
 - Qualified Retirement Advice
 - Moving Expenses
- Employer-Provided Benefits
 - Awards and Prizes Income/Exclusion
 - Personal Use of Company Vehicles
 - Accounting for Vehicle Use

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- Group-Term life Insurance
- Whole-Life Insurance
- Personal Use of Company Aircraft
- Educational Assistance
- Business Travel Expenses
- Meals and Lodging
- Other Payments
 - Advances and Overpayments
 - Clawbacks
 - Back Pay Awards
 - Bonuses
 - Commissions
 - Death Benefits
 - Disaster Relief Payments
 - Jury Duty Pay
 - Leave-Sharing Plans
 - Retroactive Wage Payments
 - Taxable Tips
 - Loans to Employees
 - Repayment of Employer-Provided Loans
 - Sick Pay
 - Stocks and Stock Options
 - Workers' Compensation
 - Dependent Care Assistance Programs
 - Severance
 - Golden Parachute
 - Club Memberships
 - Adoption Assistance
 - Differential Military Pay
 - Identification Protection Services

Module 5: Retirement Plans

- Retirement and Deferred Compensation Plans
 - Qualified Pension and Profit-Sharing Plans
- Deferred Compensation Plans
 - Deferred Compensation
 - Annual Compensation and Contribution Limits
 - Tax Treatment of Pension and Profit-Sharing Plans

- Qualified Annuity Plans under §403(a)
- ERISA Requirements
- Deferred Compensation Regulations
- How After-Tax and Pre-Tax Contributions Affect Net Pay
- Deferred Compensation Regulations (401(k), 403(b), 457(b))
 - Eligibility for Catch-Up Contributions
 - Holding Periods for Elective Deferrals
 - Automatic 401(k) Enrollment
 - Tax Treatment of §401(k) Plans
 - Reporting Requirements
 - Roth Contributions to 401(k) Plans
 - Tax-Sheltered Annuities (403(b) Plans)
 - Deferred Comp Plans for Public Sector, Tax Exempt Entities
 - Nondiscrimination Testing – 401(k) Plans
- Nonqualified Plans
 - Federal Income Tax Treatment
 - Nonqualified Deferred Compensation Plan Defined for Social Security/Medicare Taxation
 - Determining the Amount Deferred
 - Withholding Rules
 - Reporting Requirements

Module 6: Cafeteria Plans

- Cafeteria Plans
 - IRC §125 Components
 - IRC §125 Elections
- Flexible Spending Arrangements
 - Flexible Spending Arrangements

Module 7: Payroll Reporting and Employment Taxes

- Tax Deposit Requirements
 - Lookback Period
 - Tax Deposit Frequency

- Calculate Federal Tax Deposits
- Tax Deposit Methods
- Federal Tax Forms (An Overview)
- Quarterly Returns
 - Purpose of Form 941
 - Form 941 Reporting/Filing Requirements
 - Form 941 Line-By-Line Reporting Requirements
 - E-File Employment Tax for Forms 940 and 941
 - Schedule B (Form 941) Reporting/Filing Requirements
 - Schedule B (Form 941) Line-By-Line Requirements
 - Schedule R (Form 941) Allocation Schedule for Aggregate Form 941 Filers
 - Multiple Worksite Reporting
- Annual Returns
 - Forms W-2, W-3, and Electronic Filing
 - Information Reporting Requirements for H-2A Workers
 - Purpose of Form W-3
 - Federal Unemployment Tax
 - Forms 1099
 - Forms 1094-C and 1095-C
 - Other Annual Returns
- Correcting Returns
 - Purpose of Form W-2c
 - Purpose of Form W-3c
 - Overcollected/Undercollected Taxes
 - Purpose of Form 941-X
 - Purpose of Form 843
- Other Reporting Requirements
 - Taxation and Reporting of Wages Paid to Deceased Employees
 - Calculate Withholding for Wages Paid to Deceased Employees
 - Purpose of Form 4070
 - Form 4070 Requirements
 - Form 8027 Requirements
 - Purpose of Form SS-4

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Module 8: Record Keeping Requirements and Payroll Practices

- Payment Methods
 - Payment by Check or Cash
 - Payment by Direct Deposit
 - Payment by Paycard
 - Escheat
 - Other Payment Regulations
- Payroll Practices
 - Payroll Processing
 - Confidentiality
 - Legislation Impacting Payroll
 - Procedures and Practices
 - Business Continuity Plans
 - Workflow
 - Service Level Agreements
- Record Keeping
 - DOL Record Keeping Regulations
 - IRS Record Keeping Regulations
 - USCIS Record Keeping Regulations
 - HIPAA Record Keeping Regulations
- Systems
 - System Processes
 - Artificial Intelligence/Machine Learning
 - System Selection and Implementation
 - Other System Issues
- Penalties
 - DOL Penalties
 - IRS Penalties

Module 9: Payroll Accounting and Auditing

- Accounting Terminology
 - Accounting Principles
 - Accounting Periods
 - Balance Sheet and Income Statement
- Account Classification
 - Recording Transactions
 - Account Balances
 - Debits and Credits

- Journal Entries
 - Recording of Payroll Journal Entries
 - Posting Payroll Transactions
 - Purpose and Recording of Accruals and Reversals
- Reconciliations
 - Reconciling the Payroll Bank Account
 - Reconcile General Ledger Payroll Accounts
 - Reconciliation of Output Reports
- Internal Controls
 - Internal Controls
 - Audits-External and Internal
 - Sarbanes-Oxley Compliance/SSAE 18

Module 10: Payroll Management and Administration

- Customer Service
 - Principles of Customer Service
 - Customer Service Training
 - Responding Efficiently to and Resolving Customer Requests
- Communication
 - Communicate Effectively
 - Effective Communication Techniques
 - Effectively Manage Interpersonal Relationships
- Personal Time Management
 - Personal Time Management Techniques
- Management
 - Management Skills
 - Becoming a More Effective Manager
- Management Theory and Techniques
 - The Role of the Manager
- Project Management
 - Project Management
 - Team Building Techniques

Module 11: Health Benefits

- Health Benefits Basics
 - Types of Health Insurance Plans
- Taxation of Health Plans
 - Tax Treatment of Contributions and Benefits
- HSA/HRA and COBRA
 - Health Savings Account
 - Health Reimbursement Account
 - COBRA Continuation
- Employer Shared Responsibility and Reporting
 - Employer Shared Responsibility
 - Information Reporting by Applicable Large Employers Under the ACA
- Health Insurance Reporting on Form W-2
 - Reporting Total Cost of Employer-Provided Health Coverage on Employees

Module 12: International Payments

- Non-Resident Aliens
 - Resident/Nonresident Alien Taxation
 - Tax Treaties
 - Purpose of Form 8233
 - Form 8233 Requirements
 - Impact of Visa Status on Taxation
- Expatriates
 - Expatriate/Resident Aliens
 - Foreign Earned Income Exclusion/Expatriate Taxation
 - Totalization Agreements-Social Security/Medicare Taxes
 - Employer Tax Reimbursement Policies
 - Currency Conversion
 - Managing International Relationships

This course also utilizes the PAYTRAIN e-Learning Tool, included in the price of the course.