

Fundamental Payroll Certification 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
 - 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
- 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
- Other Tax Considerations
 - Multi-State Income Taxation

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
- Nontaxable Benefits
 - §132 (Income Exclusion Basics)
 - No-Additional-Cost Fringe Benefits
 - Qualified Employee Discounts
 - De Minimis Fringe Benefits
 - 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
 - Group-Term life Insurance
 - Educational Assistance
- Other Payments
 - Advances and Overpayments
 - Bonuses
 - Commissions
 - Jury Duty Pay
 - Retroactive Wage Payments
 - Taxable Tips
 - Repayment of Employer-Provided Loans
 - Workers' Compensation

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
 - Deferred Compensation Regulations

Fundamental Payroll Certification Boot Camp *Cont'd*

- How After-Tax and Pre-Tax Contributions Affect Net Pay
- Nonqualified Plans

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
 - Schedule B (Form 941) Reporting/Filing Requirements
 - Schedule B (Form 941) Line-By-Line Requirements
- Annual Returns
 - Forms W-2, W-3, and Electronic Filing
 - 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 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

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
 - 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
 - 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
 - Reconciliation of Output Reports
- Internal Controls
 - Internal Controls
 - Audits-External and Internal

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
- Personal Time Management
 - Personal Time Management Techniques
- Management
 - Management Skills
 - Becoming a More Effective Manager

Module 11: Health Benefits

- Employer Shared Responsibility and Reporting
 - Information Reporting by Applicable Large Employers Under the ACA

Module 12: International Payments

- Non-Resident Aliens
 - Resident/Nonresident Alien Taxation
- Expatriates
 - Expatriate/Resident Aliens

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