

ADVANCED PAYROLL CONCEPTS



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This certificate program, also offered as the third step in our Payroll Learning Progression Series, teaches ways to increase ROI with advanced payroll training.

Earn up to 13 RCHs, 1.3 CEUs, or 15.5 CPE Credits. Field of Study: Fields of Study: Taxes = 9, Business Law = 4.5, Communication and Marketing = 2

Program Objectives

- Apply the DOL white collar exemption tests
- Report offers of health coverage on Forms 1094-C and 1095-C
- Report and tax expatriate and nonresident alien employees
- Tax and report stock options

Program Outline

The Exempt Employee

- Coverage under the FLSA
- White collar exemptions
- Administrative
- Executive
- Professional
- Outside sales
- Payment on salary basis
- Highly compensated employees
- Allowable and improper deductions from pay
- Payments on a fee basis
- Complex FLSA issues
- Managing wage and hour investigations
- Public contract acts
 - The Walsh-Healy Public
 - The Davis-Bacon Act
 - The Contract Work Hours and Safety Standards Act
 - The Service Contract Act
 - The Copeland Anti-Kickback Act
- Collective bargaining agreements

Family and Medical Leave Act

- Eligible employees and covered employees
- Types of covered leave
- Notification requirements
- Unpaid leave
- Intermittent leave
- Right to job restoration
- Benefits continuation
- Interaction of FMLA, cafeteria plans, and COBRA
- Tax credit for paid FMLA

Expatriate Taxation Overview

- What is an expatriate?
- Calculating foreign currency
- Federal income tax withholding
- Foreign earned income and housing cost exclusions
- Foreign tax credit or deduction
- Social security, Medicare, and FUTA taxes
 - Totalization agreements
- U.S. income tax treaties
 - Shadow payrolls

Program Outline (continued)

Resident and Nonresident Aliens

- Determining resident and nonresident alien status
 - Lawful permanent resident test and the substantial presence test
 - Dual residency
 - Tax treaties
 - Form W-4 requirements
- U.S. source income
- Social security, Medicare, and FUTA
 - Impact of visa status on taxation
 - Federal unemployment tax
- Depositing and reporting taxes and wages
 - Forms 1042, 1042-S, and 1042-T
 - Penalties

Federal Tax Reporting – Corrections, Adjustments, and Electronic Filing

- Correcting and replacing Forms W-2
- Completing Forms W-2c and W-3c
- Information return corrections
- Reporting overpayments or underpayments
- Due dates for Form 941-X
- Completing Form 941-X
- Reconciling wages and taxes
- Reporting special wage payments

Complex Benefits

- General tax treatment of benefits
- Business travel expenses
- Stock options
 - Incentive stock options
 - Employee stock purchase plans
 - Nonqualified stock options
- Nonqualified deferred compensation plans
 - Income taxation and reporting under Section 409A
 - Social security, Medicare, and FUTA taxation and reporting
- Health and welfare plans
 - Health and long-term care insurance
 - Health reimbursement arrangements
 - Qualified Small Employer Health reimbursement arrangements
 - Health savings accounts
 - Benefits of same sex spouse and domestic partners
- Affordable Care Act and large employers
 - Full-time employees
 - Predecessor employers
 - Applicable large employer status

- Employer shared responsibility payments
- Completing Forms 1094-C and 1095-C
- Whole-life insurance
- Adoption assistance
- Advances and overpayments

Special Payroll Topics

- Holder in due course
- Escheatment
- Identity theft and the use of SSNs
- Census reporting
- Multiple worksite reporting
- Pension payments and withholding
- Non-tax deduction reporting
 - Charitable contributions

Payroll Systems

- Developing a process, procedures, and policies manual
- Interfaced vs. integrated system
- Implementing a payroll system
 - Post project plan review
- Maintaining the payroll system
 - Maintenance upgrades
 - Balancing and Reconciliation of payroll data
 - Batch controls and system edits
 - Updating or upgrading the system

Departmental Operations

- Internal controls
 - Payroll distribution
 - Time and attendance reporting
 - Computer system safeguards
 - Updates to department processes
- Recordkeeping
 - IRCA, FMLA, and HIPAA records
 - ERISA records
 - Government contractors
- FLSA enforcement and penalties
- Sarbanes-Oxley Act compliance
- HIPAA records confidentiality

Leading a Payroll Department

- Basic management skills
- The importance of leadership
- Leadership and management concepts and theories