

Certified Payroll Professional Boot Camp

COURSE OUTLINE

Module 1: Payroll Concepts

- **Fundamental Payroll Concepts**
 - 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
 - Employee/Independent Contractor
 - Statutory Employee/Nonemployee
 - New Hire Reporting
 - Social Security Numbers
- **Employment Forms**
 - Employee Forms
- **Fair Labor Standards Act**
 - Fair Labor Standards Act Concepts
 - Exempt/Nonexempt Employees: Concepts & Definitions
 - Minimum Wage
 - Tips
 - Regular Rate of Pay
 - Payments to Include in Regular Rate of Pay
 - Payments to Exclude from Regular Rate of Pay
 - The Workweek
 - Overtime
 - Work Hours
 - Other FLSA Provisions

Module 2: Calculations of Pay

- **Fundamental Pay Calculations**
 - Calculate Regular Pay for Time Worked
 - Calculate Tip Pay
 - Calculate Salaried Pay
 - Calculate Commission 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

- **Fundamental Tax Calculations**
 - Taxable Wages
 - Federal Income Tax Withholding
 - Calculation of Social Security and Medicare Taxes
 - Other FICA Tax Considerations
 - Calculation of Employer Tax Liability
 - Calculation of Gross-Ups
 - Multi-State Income Taxation
 - Railroad Retirement Tax Act
- **Calculation of Deductions and Net Pay**
 - Withholding Orders
 - Child Support
 - Tax Levies
 - Creditor Garnishments
 - Other Withholding Orders
 - Federal Administrative Wage Garnishments
 - Calculation of Voluntary Deductions
 - Calculation of Net Pay
- **Payment Methods**
 - Payment by Check or Cash
 - Payment by Direct Deposit
 - Payment by Paycard
 - Earned Wage Access
 - Escheat
 - Pay Frequency

Module 3: Fringe Benefits & Other Payments

- **Rules for Fringe & Nontaxable Benefits**
 - IRS Regulations Impacting Payroll
 - Taxation Requirements
 - Fair Market Value
 - IRS Requirements
 - Special Accounting Rule
 - Nontaxable Benefits
 - Plans That Favor Highly Compensated Employees
 - No-Additional-Cost Fringe Benefits
 - Qualified Employee Discounts
 - De Minimis Fringe Benefits
 - Working Condition Fringe Benefits
 - Cell Phones
 - Qualified Transportation Fringe Benefits
 - On-Premises Athletic Facilities
 - Qualified Retirement Advice
 - Moving Expenses

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- **Employer-Provided Benefits**

- Awards and Prizes Income/Exclusion
- Personal Use of Company Vehicles
- Accounting for Vehicle Use
- Group-Term life Insurance
- Whole-Life Insurance
- Personal Use of Company Aircraft
- Educational Assistance
- Business Travel Expenses
- Daily Transportation Expenses
- Reimbursements Under an Accountable Plan
- Payments Under a Nonaccountable Plan
- Per Diem Allowances
- Meals Provided to the Employee
- Prorated Per Diems
- Mileage Allowances

- **Other Payments**

- Advances and Overpayments
- 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 4: Retirement & Cafeteria Plans

- **Retirement and Deferred Compensation Plans**

- Qualified Pension and Profit-Sharing Plans
- Deferred Compensation Plans
- Annual Compensation and Contribution Limits
- 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

- **Cafeteria Plans**

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

Module 5: 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 Arrangement
- 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 the Total Cost of Employer-Provided Health Coverage on Employees

Module 6: Payroll Reporting & 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
- Special Considerations for Mergers and Acquisitions
- 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
- Multiple Worksite Reporting

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- **Annual Returns**
 - Forms W-2, W-3, and Electronic Filing
 - Federal Unemployment Tax
 - Forms 1099
 - Forms 1094-C and 1095-C
 - Other Annual Returns
- **Correcting Returns & Misc. Reporting Requirements**
 - 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

Module 7: Record Keeping Requirements & Payroll Practices

- **Payroll Practices**
 - Payroll Processing
 - Confidentiality
 - Legislation Impacting Payroll
 - Procedures and Practices
 - Business Continuity Plans
 - Workflow
 - Service Level Agreements
- **Record Keeping Requirements & Penalties**
 - DOL Record Keeping Regulations
 - IRS Record Keeping Regulations
 - USCIS Record Keeping Regulations
 - HIPAA Record Keeping Regulations
 - Penalties
- **Systems**
 - System Processes
 - Artificial Intelligence/Machine Learning
 - System Selection and Implementation
 - Other System Issues

Module 8: Payroll Accounting and Auditing

- **Accounting Terminology & Classification**
 - Accounting Principles
 - Accounting Periods
 - Balance Sheet and Income Statement
 - Account Classification
- **Payroll Records & Controls**
 - Recording of Payroll Journal Entries
 - Posting Payroll Transactions
 - Purpose and Recording of Accruals and Reversals
 - Reconciliations
 - Internal Controls
 - Audits-External and Internal
 - Sarbanes-Oxley Compliance/SSAE

Module 9: Payroll Management Administration

- **Fundamental Personal Skills**
 - Principles of Customer Service
 - Customer Service Training
 - Responding Efficiently to and Resolving Customer Requests
 - Communication
 - Effective Communication Techniques
 - Effectively Manage Interpersonal Relationships
 - Personal Time Management Techniques
- **Fundamental Management Skills**
 - Management Skills
 - Skill 1: Planning and Organizing
 - Skill 2: Staffing
 - Skill 3: Directing
 - Skill 4: Controlling
 - Skill 5: Reporting
 - Management Theories and Techniques
 - Project Management

Module 10: International Payments

- **Nonresident 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 Mastery e-Learning Tool, included in the price of the course.