

**MAYLAND COMMUNITY COLLEGE  
Welcomes You To:**

**ACC 140-20  
PAYROLL ACCOUNTING  
Credit hours: 2                      Contact hours: 6  
TERM : SUMMER 2005**

**Course Description**

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income and unemployment taxes; preparing appropriate payroll tax forms; and journalizing / posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

**Prerequisites:** ACC 115 or ACC 120

**Corequisites:** none

**Instructor Information**

<b>Instructor:</b>	Robert L. Taylor
<b>Office Location:</b>	Sam Phillips Building #208
<b>Telephone Number:</b>	828-765-7351 x336
<b>E-mail Address:</b>	<a href="mailto:btaylor@mayland.edu">btaylor@mayland.edu</a>
<b>Office Hours:</b>	Monday- Wednesday 12:00 – 3:00 Tuesday-Thursday 12:00 – 6:00 Friday 10:00 -11:00

**Course Information**

**MEETS**  
Tuesday – Thursday                      6:00 – 8:50 pm

**Required Text(s):**Bieg, Benard J., **2005 PAYROLL ACCOUNTING**, Southwestern Publishing Company, 2004.

**Required supplies:** Students will need a simple hand held calculator.

**Course Objectives/Competencies:** Upon completion of the course the student will:

- A. develop an understanding of the personnel and payroll records that provide the information required under the numerous laws affecting payroll.
- B. Be introduced to the various aspects of the Fair Labor Standards Act and the other laws that affect payroll operations.
- C. Be able to describe the basic payroll accounting systems and procedures used in computing wages and salaries and timekeeping methods used to record time worked.
- D. Have practice in all payroll operations, the preparation of a payroll register, the recording of accounting entries involving payroll, and the preparation of payroll tax returns required by businesses.

**COURSE CONTENT:**

- A. The Need for Payroll and Personnel Records
- B. Computing and Paying Wages and Salaries
- C. Social Security Taxes
- D. Income Tax Withholding
- E. Unemployment Compensation Taxes
- F. Analyzing and journalizing Payroll Transactions
- G. Payroll Project

**Attendance Policy/Tardiness/Make-Up Work:**

**COURSE REQUIREMENTS:** Students are expected to attend all classes and to be present on time. Attendance will count as one exam grade.

[For a class that meets once per week the student will have deducted from a score of 100 6 points.

For a class that meets twice weekly the student will have deducted from a score of 100, 3 points for each absence, regardless of the reason of the absence.

For a class that meets 3 times weekly each absence will result in a deduction of 2 points.]

Students who, in the instructor's evaluation, do not prepare for class appropriately and/or do not adequately participate will receive a grade reduction of 1 letter grade.

All examinations must be taken as scheduled unless **PRIOR** permission has been received. All exams not made up by the next class meeting will result in a make up exam. Make up exams must be

completed within one week of the original exam. If not made up within one week the exam grade will be –0–.

**Grading Criteria/Tests/Projects:**

Your grade will be the simple average of all exams (including attendance grade) taken during the semester along with the project grade, adjusted by any reductions for insufficient participation. Exams will consist of : True/False, Multiple Choice, problems and/or essay. The final exam is NOT comprehensive.

**Grading Scale:**

A=90-100

B=80-89

C=70-79

D=60-69

F= below 60

**Inclement Weather Procedures:**

In the event the College is closed due to inclement weather additional problem assignments to be completed and turned in will be required. The instructor is aware of the fast changing and severe weather conditions in this mountainous area and urges the students to use good judgment in bad weather conditions regardless of the announced class status.

**Academic Standards/Student Expectations/Ethics:**

Students are expected to take personal responsibility for their learning in this class. This includes preparation for class, attendance in class, and attendance at examinations.

Students are expected to act ethically and responsibly. Cheating will result in a grade of F for the class.

Students are expected to have read the assigned material and made an effort to do the assigned homework prior to class. Students will be expected to fully participate in the presentation of homework problems and class discussions.

If a student has not been in contact with the instructor and has not attended class for a consecutive two-week period, an administrative withdrawal will be submitted by the instructor.

**Withdrawal Dates:**

End of Unconditional Withdrawal                      Thursday, June 23

End of Conditional Withdrawal                      Tuesday, July 19

**Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.**

**Course Outline/Weekly Topics**

**WEEK**

<b>1</b>	<b>June 6-10</b>	Introduction to Payroll Accounting <b>Introduction to Course Project</b> Chapter 1: The need for personnel and payroll Records.
<b>2</b>	<b>June 13-17</b>	Chapter 1 (continued) Chapter 2: Computing and paying wages
<b>3</b>	<b>June 20-24</b>	Chapter 2 (continued) Review for Exam <b>EXAM 1</b> Review Exam

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|---|----------------------------|---|
| 4 | <b>June 27-<br/>JULY 1</b> | Check figures for project available.<br>Chapter 3: Social Security Taxes                        |
| 5 | <b>July 4-8</b>            | <b>SUMMER BREAK</b>   |
| 6 | <b>July 11-15</b>          | Chapter 4: Income Tax Withholding<br>Review for Exam<br><b>EXAM 2</b>                           |
| 7 | <b>July 18-22</b>          | Chapter 5: Unemployment Taxes<br>Chapter 6 : Analyzing and Journalizing<br>Payroll transactions |
| 8 | <b>July 25-29</b>          | Chapter 6 (continued)<br><b>COURSE PROJECT DUE</b><br>Review for Exam                           |
| 9 | <b>Aug 1-5</b>             | <b>EXAM</b><br>Review Exam 3- Final Grade   |