	Payroll Accounting Fall 2007 Ida Ponder Cedar 8—588-5304			
Week 1				
	Tuesday Course Introduction National Payroll Week 1. Assign activities	Thursday Chapter 1 The need for payroll and personnel records		
Week 2	Tuesday Chapter 2 FLSA Computing Wages and Salaries	Thursday In-class practical problems Questions for review assigned		
Week 3	Tuesday Quiz Chapter 2 Questions for review due	Thursday Review quiz 2 Chapter 3 Social Security Taxes 1. Oasdi/Hi purposes 2. Define wages under SS 3. Compute tax rates		
Week 4	Tuesday Continue Chapter 3	Thursday In-class practical problems Questions for review assigned		
Week 5	Tuesday Quiz Chapter 3 Questions for review due	Thursday Review quiz 3 Chapter 4 Income Tax Withholding 1. Explain coverage 2. Types of allowances 3. Required forms 4. Compute tax using percentage method and wage bracket method.		
Week 6	Tuesday Continue Chapter 4	Thursday In-class practical problems Questions for review assigned		
Week 7	Tuesday Quiz Chapter 4 Questions for review due	Thursday Review quiz 4 Chapter 5 Unemployment Compensation Taxes 1. Basic requirements 2. FUTA penalties when SUTA is paid late 3. Experience rating ratios		
Week 8	Tuesday Review required math for penalties Procedure handout	Thursday In-Class practice problems		

Week 10 Tuesday Quiz Chapter 5 Questions for review due Tuesday Introduce debits and credits Discuss normal balances Week 12 Tuesday In-class practical problems Questions for review assigned Thursday In-class practical problems Questions for review assigned Week 13 Tuesday In-class practical problems Questions for review assigned Thursday Review quiz 6 Chapter 7 Payroll Project I. Review Project Requirements 2. Review Project 3. Assign first part of project Tuesday Chapter 7 Payroll Project I. Discus student's issues 2. Give check figures 3. Assign rest of project Tuesday Chapter 7 Payroll Project I. Class Project work day Week 15 Tuesday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Inursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Chapter 7 Payroll Project I. Class Project work day Thursday Introduce debits and credits Introduce debits and Chapter Introduce debits and Credits Introduce debits and Credits Introduce Introduce debits and Chapter Introduce			
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	8:00 AM Final Exam		
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approximately 100 points. And 6 questions for review assignment chapter worth 1 point each.	s at the end of each		

Grading Policy

Tests (500 pts.)			50%
Practice Set (100 pts.)		25%	
Questions for review (6 pts.)1		15%	
In-Class Activities			10%
Final grade will be based on	90-100	Α	
	80-89	В	
	70-79	С	
	60-69	D	
	59 AND BELOW	F	