

Payroll Administration Certificate Program

2019 Course Outline*

Are They Employees? (1.0 hour)

- Employee/non-employee
- Immigration Reform and Control Act of 1986
 - I-9 process
 - Using E-Verify

Paying Your Employees (6.0 hours)

- Review of the Fair Labor Standards Act
- White collar exemptions
- FLSA and your employees
 - Calculation of pay
 - Identification of hours worked
 - Effects of company policies
- FLSA issues for hospitals and governmental organizations
- Withholding tax issues
- Federal income tax issues
 - W-4 issues
 - Optional flat rate method vs. aggregate method
- Social security/Medicare issues
 - Wage base and tax rates
 - Related corporations/common paymaster
 - Higher Medicare tax rate for highly compensated employees

What Compensation Is Subject to Taxation? (6.5 hours)

- IRS definition of wages
- Taxation issues
 - Nontaxable fringe benefits
- Taxable fringe benefits – valuation, reporting, and withholding issues
- Other payment taxation issues (identification, timing, recording, reporting, and withholding)
 - Backpay awards
 - Employer-paid taxes/gross-up issues

- Loans
- Stock and stock options
- Tips
- Overview of taxation issues when paying aliens and U.S. citizens abroad
 - Federal income tax
 - Social security
 - Resident/nonresident alien status

Introduction to Benefits (5.5 hours)

- Health insurance reporting
 - Applicable Large Employer reporting
 - Forms 1095-C and 1094-C
 - Employer shared responsibility penalties
- Family and Medical Leave Act issues
 - Eligible employees
 - Intermittent leave
 - Health benefit continuation
- Cafeteria plans
 - Plan and participation requirements
 - Benefits
 - Election revocation
 - Flexible spending accounts
- Dependent care assistance programs
- Retirement plans
 - Defined benefit plans
 - Defined contribution plans
 - Deferred compensation plans
 - Nonqualified deferred compensation plans
- COBRA
- Sick pay

Unemployment Taxes (1.0 hour)

- Federal unemployment tax

- Covered wages
 - Tax rate and wage base
 - Deposit rules
 - Reporting on Form 940

Depositing and Reporting Tax Issues (3.0 hours)

- Social Security Numbers
- Employer Identification Numbers
- Electronic Federal Tax Payment System
- When to deposit
- Quarterly reporting
 - Form 941
 - Reconciliation
- Annual reporting – Form W-2
 - Reconciliation/IRS and SSA
- Electronic reporting
- Corrections
 - Identifying errors and making corrections
 - Forms W-2c, W-3c, and 941-X

Making Deductions From the Employee's Pay (2.5 hours)

- Voluntary assignments
- Involuntary deductions
 - Child support withholding
 - Tax levies
 - Creditor garnishments
 - Student loans
 - Bankruptcy orders
 - Wage and hour restrictions

Your Payroll System (2.5 hours)

- Understanding the processes in the system
- Selecting a system
- Ongoing review and maintenance
- Disaster recovery
- Employee/manager self-service
- Security and controls

Payroll's Future (1.0 hour)

- Emerging technologies