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Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setup and Defining Parameters	120 min
3	Lab Exercise 1 & 2	60 min
4	Setup and Defining Parameters (cont.)	20 min
5	Processing P/R Transactions	60 min
6	Tax Reporting and Processing	30 min
7	Reports and Closing	40 min
8	Review	5 min
9	Lab Exercises 3 and 4	45 min
Total Time		390 min

BW Payroll Objectives:

- Learn how to set up employees for payroll processing.
- Practice entering and tracking employee information.
- Understand how to define and track employee deductions and company contributions.
- Learn how to verify and modify state and federal tax information.
- Practice entering timecards and calculating payroll.
- Learn how to monitor and pay tax liabilities.
- Understand the reports available for tracking employee information, as well as the available tax reports and worksheets.