



CONTENTS

- Welcome and Introduction
 - Overview of Payroll
 - Integration
 - The Company
- Payroll Startup Process
 - Payroll Options
 - General Ledger Account Maintenance
 - Bank Code Maintenance
 - Earnings Codes
 - Deduction Codes
 - Departments
 - Tax Tables
 - Labor Codes
 - Workers' Comp Codes
 - Benefits
 - Converting from Another Payroll System
- Entering Employee Information
 - Employee Listing
- Processing Payroll
 - Entering Payroll
 - Calculating Payroll
 - Manual Checks and Taxes
 - Printing Checks
 - Updating
 - Reversing Payroll Checks
- Payroll Reports
 - Direct Deposits
- Quarterly Reports
 - Printing W-2 Forms
 - Period End Processing

Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	20 min
2	Setup Menu	90 min
3	Employees	30 min
4	Lab Exercise 1	30 min
5	Processing	60 min
6	Reports and Direct Deposits	45 min
7	Taxes and Period End	30 min
8	Review	10 min
9	Lab Exercise 2	45 min
	Total Time	390 min or 6 1/2 hours

Tasks Performed in Payroll:

- Set up Payroll options
- Define earnings and deductions
- Maintain payroll tax tables
- Build a list of employees
- Enter pay information
- Calculate payroll taxes
- Print checks and check registers
- Record direct deposits
- Print quarterly reports
- Process year-end and print W-2 forms