ACC 124 – Payroll Accounting

Revised: Spring 2026

Course Description

Presents accounting systems and methods used in computing and recording payroll to include payroll taxes and compliance with federal and state legislation.

Corequisite: ACC 211

Credit Hours: 3 Lecture: 3 hours Total: 3 hours per week.

Course Objectives (Core Competencies)

☐ **Civic Engagement** is the ability to contribute to the civic life and well-being of local, national, and global communities as both as social responsibility and a life-long process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society.

☒ **Critical Thinking** is the ability to use information, ideas, and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions and solutions.

☒ **Professional Readiness** is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.

☒ **Quantitative Literacy** is the ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret, and use numerical and quantitative information in a variety of settings.

☐ **Scientific Literacy** is the ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.

☐ **Written Communication** is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.

Course Learning Outcomes
After completion of this course, students will be able to:

1. Identify the various laws that affect employers in their payroll operations and know the recordkeeping requirements of these laws.
2. Recognize the various personnel records that are used by business and know the type of information shown on each form.
3. Identify the procedures employed in a typical payroll accounting system.
4. Perform arithmetic operations to compute hourly, monthly, and annual wages.
5. Calculate overtime and piecework pay and earnings for those earning commissions.
6. Apply the current tax rates for purposes Federal Insurance Contributions Act, federal withholdings, and federal unemployment tax.
7. Relate how payroll preparation is further complicated by the imposition of state and local income taxes.
8. Record payroll in payroll registers and post to employees' earning records.
9. Journalize the entries to record payroll and post to the various general ledger accounts.
10. Use the information in the payroll registers and earnings records to prepare the various reports required by government agencies.

Major Topics to be Included
Throughout the course, the instructor will present material on but not limited to:

- The Need for Payroll and Personnel Records
- Computing Wages and Salaries
- Social Security Taxes
- FICA Taxes and Voluntary Deductions
- Unemployment Compensation Taxes
- Periodic and Year-End Payroll Reporting

Assessment Types Used in the Course

- Course project
- Mastery assignment
- Homework
- Test
- Discussion boards
- The continuing problem