

Accounting I

LAP 12- Payroll Accounting



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ **PT1b** Use accounting procedures for planning, organizing, and allocating resources
- ◆ **PT1f** Be proficient in the use of technology
- ◆ **PT1h** Apply trouble shooting techniques and processes
- ◆ **PT3d** Use technology tools and resources for managing and communicating personal/professional information, e.g., finances, schedules, addresses, purchases, and correspondence
- ◆ **PT4** Use information-gathering techniques, analyze and evaluate information, and use information technology to assist in collecting, analyzing, organizing, and presenting information

Objectives

- ◆ Explain the importance of accurate payroll records.
- ◆ Calculate gross earnings using different methods.
- ◆ Explain and calculate different types of deductions from gross earnings.
- ◆ Prepare a payroll register.
- ◆ Prepare an employee's earnings record.
- ◆ Define the accounting terms introduced in this chapter.

Resources Accounting-Real World Applications & Connections – First-Year Course
 Chapter Reviews and Working Papers (Accounting Workbook)
 CD ROM
 Electronic Field Trip

Time Frame 5 hours

Introduction

In chapter 12 you will learn how to calculate earnings under different payment plans. You also learn to calculate deductions and determine net pay. Finally, you learn how to record payroll information and prepare earnings reports.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.

- _____ View Electronic Field Trip, Payroll Accounting
- _____ Read, Payroll Accounting, pp. 284-287
- _____ Read Section 1, Calculating Gross Earnings, pp. 288-291
- _____ Complete the following exercises on p. 292: Thinking Critically, Computing in the Business World and Problem 12-1 using appropriate working papers
- _____ Read Section 2, Payroll Deductions, pp. 293-297
- _____ Complete the following exercises on p. 298: Thinking Critically, Computing in the Business World and Problem 12-2 and 12-3 using appropriate working papers

- _____ Read Section 3, Payroll Records, pp. 299-303
 - _____ Complete the following exercises on p. 304: Thinking Critically, Analyzing Accounting and Problem 12-4
 - _____ Review the Chapter 12 Summary on p. 305
 - _____ Complete Understanding Accounting Concepts and Procedures on p. 306
 - _____ Complete Chapter 12 Review and Activities on p. 307 (see instructor)
 - _____ Read Chapter 12 Computerized Accounting, p. 308
 - _____ Complete End-of-Chapter problems on pp. 309-313, Problems 12-5, 12-7, 12-8, 12-9, and 12-10 using appropriate working papers
 - _____ Complete the Spreadsheet Problem 12- 6 on p. 309-310
 - _____ Complete Chapter 12 Review on pp. 268-269 of the Working Papers
 - _____ Complete Self-Test on pp. 303-304 of the Working Papers
 - _____ Complete CD Rom (see instructor for directions)
- _____ **Take Chapter 12 Test**

Self Assessment - "I/I can . . . "

- _____ Explain the importance of accurate payroll records.
- _____ Calculate gross earnings using different methods.
- _____ Explain and calculate different types of deductions from gross earnings.
- _____ Prepare a payroll register.
- _____ Prepare an employee's earnings record.
- _____ Define the accounting terms introduced in this chapter