Payroll Practice and Management

Program Outline

I. Wage and Hour Law
   A. Introduction to the Fair Labor Standards Act
      i. History of Act
      ii. Rules of Coverage
      iii. Jurisdiction
   B. Classification of Workers
      i. Employees
      ii. Independent Contractor
      iii. Form SS-8
      iv. Statutory Employees
      v. Statutory Non-employees
      vi. Leased Employees
   C. White Collar Exemptions
      i. Definition of Exempt and Nonexempt
      ii. Four Categories of Exempt
      iii. Salary Basis Requirements
      iv. Other Categories of Exempt-Federal
   D. Calculating Gross Pay
      i. Constructive Receipt
      ii. Minimum Wage
      iii. Regular Rate of Pay
      iv. Overtime and Hours Worked Definitions and Calculations
      v. Defining the Legal Workweek
      vi. Defining the Legal Workday
      vii. State Requirements
   E. Other FLSA Requirements
      i. Posting Requirements
      ii. Meals and Rest Periods
iii. Deductions From Pay
iv. Compensatory Time Off

F. Specialized Payrolls, Employees, or Regulations
   i. Overview of Other Federal Wage and Hour Acts
   ii. Public Sector Employees
   iii. Hospital Employees
   iv. Agricultural Employees
   v. New Hire Reporting
   vi. Child Labor
      a. Maximum Hours
      b. Legal Days
      c. Minimum Wage
      d. Legal Ages
      e. Other Requirements (States)

II. Taxation and Compensation
   A. Federal Payroll Taxes
   B. State Payroll Taxes
   C. Multistate Taxation
   D. Employee Withholding Allowance Certificate
      i. Form W-4
      ii. State Form W-4 Equivalents
   E. Wages and Compensation
      i. What Are Wages?
      ii. Other Compensation
   F. Supplemental Wages and Pay Periods
   G. Special Compensation and Wages
      i. Business Expenses
      ii. Tips
      iii. Deceased Employee Wages
   H. Reporting
      i. Wage and Tax Reports
ii. Federal Form 941
iii. Schedule B
iv. State Equivalent
v. Multiple Worksite Reports

III. Fringe Benefits, Compensation, and Taxation
A. Deferred Compensation
B. Section 125 Plans
C. Section 129 Plans
D. Flexible Spending Accounts
E. Third-party Sick Pay
F. Group Term Life Insurance
G. Personal Use of a Company Vehicle
H. Relocation
   I. Incentive Stock Options
J. Nonqualified Stock Options
K. Employee Stock Option Plans
L. Nonqualified Deferred Comp Plans
M. Expatriate Employees
N. Resident and Nonresident Aliens

IV. Payroll Management and Year-end Reporting
A. Payroll Procedures
B. Manual Check Policy
C. Staff Training
D. Internet Resources
E. Dealing With the IRS
F. Garnishments and Levies
G. Record Retention
H. Direct Deposit
   I. Earned Income Credit
J. Year-end Form Review
K. Submission of Forms W-2
L. Preparing For Year End