

# Unit 04: Apply and Analyze Payroll Accounting, Taxes and Report Concepts

Content Area: **Business**  
Course(s): **Accounting II**  
Time Period: **4 weeks**  
Length: **4 weeks**  
Status: **Published**

## Unit Overview

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Students will be able to analyze payroll transactions, record a payroll, prepare payroll tax reports and pay payroll taxes.

## Transfer

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Students will be able to independently use their learning enabling them to plan, record, analyze, and interpret financial information to make sound business decisions.

## Meaning

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## Understandings

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Students will understand ...

- Accounting terms related to preparing payroll records
- Accounting concepts and practices related to preparing payroll records
- Employer Payroll Taxes
- Withholding and Payroll Taxes and Form 941
- Withholding and Payroll Taxes

## Essential Questions

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Students will keep considering...

- What is a payroll?
- How do you calculate total earnings and overtime?
- What form is used to record hours and total earnings?
- What does a payroll register summarize?

- How is net pay calculated?
- Why do companies complete employee earnings records?
- Why would a company have a separate payroll checking account?
- Where is the information on a paystub obtained from?
- How does EFT apply to payroll?

## **Application of Knowledge and Skill**

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### **Students will know...**

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Students will know...

- Accounting terms related to preparing payroll records
- Accounting concepts and practices related to preparing payroll records
- Employer Payroll Taxes
- Withholding and Payroll Taxes and Form 941
- Withholding and Payroll Taxes

### **Students will be skilled at...**

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Students will be skilled at...

- Defining accounting terms related to preparing payroll records
- Applying accounting concepts and practices related to preparing payroll records
- Recording and analyzing a Payroll
- Recording and analyzing Employer Payroll Taxes
- Reporting and analyzing Withholding and Payroll Taxes and preparing Form 941
- Paying and analyzing Withholding and Payroll Taxes

### **Academic Vocabulary**

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- Accounting terms related to... payroll such as federal unemployment tax, state unemployment tax, etc.

## Learning Goal 1

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Students will be able to analyze payroll transactions, record a payroll, prepare payroll tax reports and pay payroll taxes.

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CRP.K-12.CRP8	Utilize critical thinking to make sense of problems and persevere in solving them.
CRP.K-12.CRP11	Use technology to enhance productivity.
PFL.9.1.12.A.1	Differentiate among the types of taxes and employee benefits.
PFL.9.1.12.A.2	Differentiate between taxable and nontaxable income.
PFL.9.1.12.A.5	Analyze how the economic, social, and political conditions of a time period can affect the labor market.
PFL.9.1.12.A.10	Demonstrate how exemptions and deductions can reduce taxable income.
PFL.9.1.12.A.12	Explain how compulsory government programs (e.g., Social Security, Medicare) provide insurance against some loss of income and benefits to eligible recipients.
PFL.9.1.12.A.13	Analyze the impact of the collective bargaining process on benefits, income, and fair labor practice.
PFL.9.1.12.B.1	Prioritize financial decisions by systematically considering alternatives and possible consequences.
PFL.9.1.12.E.2	Analyze and apply multiple sources of financial information when prioritizing financial decisions.
PFL.9.1.12.E.3	Determine how objective, accurate, and current financial information affects the prioritization of financial decisions.
PFL.9.1.12.E.5	Evaluate business practices and their impact on individuals, families, and societies.
PFL.9.1.12.G.1	Analyze risks and benefits in various financial situations.
CAEP.9.2.12.C.9	Analyze the correlation between personal and financial behavior and employability.
TECH.8.1.12.A.CS2	Select and use applications effectively and productively.

## Target 1

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Students will be able to record and analyze a payroll.

- Students will be able to record and analyze a payroll.

## Target 2

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Students will be able to record and analyze employer payroll taxes.

- Students will be able to record and analyze employer payroll taxes.
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|-----------------|---|
| PFL.9.1.12.A.1  | Differentiate among the types of taxes and employee benefits.                   |
| PFL.9.1.12.A.2  | Differentiate between taxable and nontaxable income.                            |
| PFL.9.1.12.A.11 | Explain the relationship between government programs and services and taxation. |

### **Target 3**

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Students will be able to report and analyze Withholding and Payroll Taxes and prepare Form 941

- Students will be able to report and analyze Withholding and Payroll Taxes and prepare Form 941

PFL.9.1.12.A.10

Demonstrate how exemptions and deductions can reduce taxable income.

### **Target 4**

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Students will be able to pay and analyze Withholding and Payroll Taxes.

- Students will be able to pay and analyze Withholding and Payroll Taxes.

### **Formative Assessment and Performance Opportunities**

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- Class discussion
- Collection of vocab
- Presentation of ideas
- Review of workpapers
- Teacher observation
- Use of technological resources for quick assesement i.e. Socrative.com

### **Summative Assessment**

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- Chapter Test

### **Accommodations/Modifications**

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- Application Problems for extra practice
- Cases for critical thinking at the end of the chapter
- Recycle Problem for extra credit
- Students work collaboratively to record payroll

### **Unit Resources**

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Teacher can choose from the following resources:

- Book Companion Website
- Century 21 Accounting 9E
- Century 21 Accounting Simulation

- Chapter PowerPoints
- Computer
- Document Camera
- Guest Speakers
- Interactive Excel Spreadsheets
- Quickbooks
- Videos
- Whiteboards
- Workbook

## **Interdisciplinary Connections**

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LA.RST.11-12.3	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.
LA.RST.11-12.7	Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., quantitative data, video, multimedia) in order to address a question or solve a problem.
LA.WHST.11-12.6	Use technology, including the Internet, to produce, share, and update writing products in response to ongoing feedback, including new arguments or information.
MA.K-12.5	Use appropriate tools strategically.
MA.S-MD.B.5b	Evaluate and compare strategies on the basis of expected values.