Unit 03: Preparing Payroll Records

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

Unit Overview

Students will be able to post to prepare payroll records for a merchandising business organized as a corporation.

Transfer

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

Understandings

Students will understand ...

- Accounting terms related to preparing payroll records
- Accounting concepts and practices related to preparing payroll records
- Payroll Time Cards
- Payroll Tax Withholding
- Payroll Records including Payroll Register and Employee Earnings Record
- Payroll Checks

Essential Questions

Students will keep considering...

- What is a payroll?
- How do you calculate total earings 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

Students will know...

Students will know...

- Accounting terms related to preparing payroll records
- Accounting concepts and practices related to preparing payroll records
- Payroll Time Cards
- Payroll Tax Withholding
- Payroll Records including payroll register and employee earnings record
- Payroll Checks

Students will be skilled at...

Students will be skilled at...

- Identifing and applying accounting terms related to preparing payroll records
- Identifying and applying accounting concepts and practices related to preparing payroll records
- Preparing Payroll Time Cards
- Determining Payroll Tax Withholding
- Preparing and Analzying Payroll Records including a Payroll Register and Employee Earnings Record
- Preparing Payroll Checks

Academic Vocabulary

- Accounting terms related to…payroll such as salary, pay period, withholding allowance, etc.

Learning Goal 1

Students will be able to prepare and analyze Payroll Records for a merchandising business organized as a corporation.

- Students will be able to prepare and analyze Payroll Records for a merchandising business organized as a corporation.

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

Students will be able to prepare Payroll Time Cards

- Students will be able to prepare Payroll Time Cards

Target 2

Students will be able to determine Payroll Tax Withholding

- Students will be able to determine Payroll Tax Withholding

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.
PFL.9.1.12.A.13	Analyze the impact of the collective bargaining process on benefits, income, and fair labor

practice.

Target 3

Students will be able to prepare and analyze Payroll Records including the Payroll Register and Employee Earnings Record.

- Students will be able to prepare and analyze Payroll Records including the Payroll Register and Employee Earnings Record.

PFL.9.1.12.A.10 Demonstrate how exemptions and deductions can reduce taxable income.

Target 4

Students will be able to prepare Payroll Checks.

- Students will be able to prepare Payroll Checks

Formative Assessment and Performance Opportunities

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

Summative Assessment

- Chapter Test

Accommodations/Modifications

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

Unit Resources

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

MA.K-12.4	Model with mathematics.
LA.RH.11-12.7	Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, qualitatively, as well as in words) in order to address a question or solve a problem.
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.11-12.4	Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 11-12 texts and topics.
MA.S-MD.A	Calculate expected values and use them to solve problems
LA.WHST.11-12.9	Draw evidence from informational texts to support analysis, reflection, and research.