

Fundamental Payroll Certification (FPC) Training Course Syllabus

Course Overview:

The Fundamental Payroll Certification (FPC) Exam Preparation Course is designed to provide participants with the essential knowledge and skills needed to pass the FPC examination by the American Payroll Association (APA). This comprehensive course covers the common practices in payroll administration, including payroll calculations, tax regulations, and payroll systems.

Course Objectives:

Understand the foundational principles of payroll administration. Master payroll calculations including gross pay, deductions, and net pay. Gain proficiency in federal and state tax regulations related to payroll. Learn about payroll compliance requirements and best practices. Familiarize with payroll systems and technology used in payroll processing.

Lesson Structure:

Each lesson will contain a presentation with accompanying lectures. Throughout the course, the program offers calculations exercises that are guided step-by-step and taught in detail. The lessons contain a vocabulary review of key terms and flash cards for study. In-depth understanding of calculations, documentation, and procedures will be gained using worksheet study questions. Answers and details of each problem will be provided. Each Lesson also contains an end-of-lesson quiz and a lecture review of each question.

Additional Features:

In-depth scenarios related to payroll administration duties. These will walk through the payroll process from start to finish and provide a comprehensive lesson on every aspect of the payroll profession. The course also includes an acronym list and flash cards, a list of forms payroll departments utilize, and an opportunity for participants to submit questions for clarification or further explanation.

Course Outline:

Lesson 1: Introduction to Payroll Administration

A: Payroll Administration

- 1) Definition/Importance
- 2) Role in an Organization

B: Overview of Payroll Function

- 3) Role of Payroll Professionals
- 4) Overview of Responsibilities
- 5) The Payroll Process
- 6) Accuracy and Timeliness
- 7) Payment Methods, New Hire Reporting, and Initial Forms

C: Worker Classification

- 1) Employees and Independent Contractors
 - a: Form SS-8
 - b: Common Law Test
 - c: Reasonable Basis Test
 - d: Other Worker Types
- 2) Exempt vs Nonexempt Employees

C: Payroll Terms and Definitions

- 1) Gross Pay, Net Pay, Deductions
- 2) FLSA, Overtime, Exemptions

D: FLSA & IRC

- 1) Overview
- 2) Minimum Wage Requirements
- 3) Overtime Eligibility

E: Practice Scenarios and Quiz

Lesson 2: Payroll Calculations

A: Introduction

- 1) Importance of Accurate Calculations
- 2) Overview
 - a: Gross Pay, Deductions, Net Pay

B: Calculating Gross Pay

- 1) Hourly
- 2) Salary
- 3) Piece Rate
- 4) Commission-Based
- 5) Tipped Employees
- 6) Minimum Wage
- 7) Regular Rate of Pay
- 8) The Workweek
- 9) Overtime

10) Work Hours

C: Calculating Regular Rate of Pay (RROP)

- 1) Payments Included
- 2) Payments Excluded
- 3) Calculating Overtime Premium Pay
- 4) Special Cases
- 5) Weighted Average

D: Final Pay Regulations

E: Overtime Calculations

- 1) Determining Overtime Premium Pay
- 2) Calculating Overtime Pay

F: Deductions

- 1) Voluntary Deductions
 - a: Retirement
 - b: Health Insurance
- 2) Involuntary Deductions
 - a: Taxes
 - b: Garnishments

G: Net Pay Calculation

- 1) Subtracting Deductions from Net Pay
- 2) Understanding Final Paycheck Amount
- 3) Practice Scenarios and Quiz

Lesson 3: Federal Taxation

A: Federal Taxation Overview

- 1) Form W-4 and Withholding Allowances
 - a: Understanding Tax Withholding
 - b: Importance of Withholding
 - c: Role of W-4, Parts
- 2) Federal Income Tax Tables
- 3) State-Specific Guidelines
- 4) Impact on Net Pay

B: FIT Tables

- 1) Explanation of FIT Tables
- 2) Determining which Tables to Use
- 3) Using Tables to Calculate FIT

4) Calculation Examples

C: FICA Taxes

- 1) Overview of Social Security Tax
- 2) Overview of Medicaid Tax
- 3) Calculation Methods
- 4) Maximum Earnings
- 5) Calculation Examples

D: FUTA Taxes

- 1) Overview of FUTA
- 2) FUTA Taxable Wage Base
- 3) Reporting and Filing Req

E: State and Local Taxation

- 1) State Income Tax Tables
- 2) Reciprocity Agreements
- 3) Local Taxes
 - a: Applicability and Calculation Methods
- 4) Multi-State Employees

F: Calculation of Gross-Ups

G: Practice Scenarios

H: Quiz and Review

Lesson 4: Voluntary and Involuntary Deductions

A: Voluntary Deductions

- 1) Union Dues
- 2) Retirement Plans
- 3) Qualified Pension and Profit-Sharing Plans
- 4) Deferred Compensation Plans
- 5) Annual Compensation and Contribution Limits
- 6) Deferred Compensation Regulations
- 7) How After-Tax and Pre-Tax Contributions Affect Net Pay

B: Involuntary Deductions

- 1) Taxes
- 2) Withholding Orders
- 3) Child Support
- 4) Federal Tax Levy
- 5) Creditor Garnishments

- 6) Other Withholding Orders
- 7) Prioritizing Withholding Orders

C: Practice Scenarios and Calculations

D: Quiz

Lesson 5: Fringe Benefits and Other Payments

A: Fringe Benefit Rules

- 1) IRS Regulations
- 2) Taxation Requirements

B: Nontaxable Benefits

- 1) Nontaxable vs Taxable
- 2) Fair Market Value
- 3) Income Exclusion
- 4) No Cost Added Fringe Benefits
- 5) Qualified Employee Discounts
- 6) De Minimus Fringe Benefits
- 7) Working Condition
- 8) Qualified Transportation
- 9) On-Premises Facilities
- 10) Moving Expenses

C: Employer- Provided Benefits

- 1) Awards and Prizes Income/ Exclusion
- 2) Personal Use of Company Vehicles
- 3) Vehicle Use
- 4) Life Insurance
- 5) Education Benefits

D: Other Payments

- 1) Advances/Overpayments
- 2) Bonuses
- 3) Commissions
- 4) Jury Duty Pay
- 5) Retroactive Wages
- 6) Taxable Tips
- 7) Employer-Provided Loans
- 8) Worker's Compensation

E: Scenarios and Practice

F: Quiz

Lesson 6: Payroll Compliance

A: Understanding the Laws and Their Importance

- 1) Wage and Hour Laws
- 2) Minimum Wage
- 3) Overtime Eligibility and Calculation
- 4) Exemptions and Nonexempt Employees

B: Record-Keeping Requirements

- 1) Accuracy
- 2) Documentation
- 3) Record Retention Periods

C: Form W-4 and W-9

- 1) The Purpose and Importance of W-4 and W-9
- 2) Employee Withholding Allowances
- 3) Independent Contractor Reporting Requirements

D: Payroll Reporting and Compliance Deadlines

- 1) Overview Reporting
- 2) Form 941
- 3) Form 940
- 4) Due Dates
- 5) Penalties for Noncompliance

E: Practice Compliance Scenarios

F: Quiz

Lesson 7: Payroll Systems and Technology

A: Overview of Payroll Processing Systems

- 1) Types of Payroll Software
- 2) Software Features
- 3) Automation of Payroll Processes
- 4) Timekeeping Integration
- 5) Reporting Capabilities

B: Data Security

- 1) Importance
- 2) Safeguarding Employee Information
- 3) Compliance With Data Protection Regulations
 - a: GDPR
 - b: CCPA

C: Payroll Best Practices

- 1) Accuracy and Timeliness
- 2) Documentation and Audit Trails
- 3) Continuous Improvement Strategies

D: Payroll Accounting

- 1) Accounting Reports
- 2) Organizational Role

E: Practice Scenarios

F: Quiz