

Global Learning Semesters

Course Syllabus

Course: ATEC-103 Payroll Transactions

Department: Accounting and Banking

Host Institution: Intercollege, Nicosia, Cyprus



Course Summary		
Course Code	Course Title	Recommended Credit Hours
ATEC-103	Payroll Transactions	3
Semester Offered	Contact Hours	Prerequisites
Please contact us	42-45	None
Department	Level of Course	Language of Instruction
Accounting and Banking	Lower Division	English

Course Description

The course deals with the calculation of gross pay, statutory and non-statutory deductions. In addition it deals with payroll documentation and internal records. It also deals with the accounting entries of payroll transactions.

Prerequisites

None

Topic Areas

1. Operating and maintaining a payroll accounting system
2. Introduction to payroll
3. Gross pay
4. Income Tax
5. National insurance
6. Other items affecting pay
7. Authorising payments to employers
8. Authorising payments, claims and returns to external agencies
9. Authorisation, correct calculation and coding of gross earnings
10. Starters and leavers
11. Paying wages and salaries and updating internal records
12. Period and procedures
13. Pensions
14. Ledger entries for payroll and computerized payroll systems
15. Discrepancies, unusual features or queries are identified and either resolved or referred to the appropriate person

Readings and Resources

Required Textbook

- AAT-Unit 3, BPP Textbook