**North East School Division**

**Unpacking Outcomes**   
Module 25B: Advanced Payroll (Optional)

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| **Unpacking the Outcome** | | |
| Investigate --> payroll | | |
| **Outcome**(circle the verb and underline the qualifiers) | | |
| Investigate payroll for a business. | | |
| **KNOW** | **UNDERSTAND** | **BE ABLE TO DO** |
| **Vocabulary**:  Examples of compulsory deductions:   * Canada Pension Plan, Employment Insurance, Federal Income Tax (\*1)   Voluntary deduction   * Union dues * Insurance * Health care   Types of payment methods   * Piecework * Commission * Salary * Wage   Gross Pay  Net Pay  Overtime | That  Payroll is important from both the personal and the business perspective.  It is important to know how to read your paystub and how to check its accuracy.  There are responsibilities that fall to the employer that affect your personal status I.e. income tax, pension, etc.  Accurate payroll reporting is critical due to all of the outside agencies that require the information | 1. Itemize payroll components including earnings, compulsory and voluntary deductions. 2. Justify why detailed payroll records must be maintained. 3. Identify the data (e.g., hourly wage, salary, piecework, commission, overtime, contract work) typically used to calculate earnings for gross pay. 4. Prepare a payroll chart using provided financial information. 5. Calculate gross pay, total deductions and net pay based on the earnings for the correct pay period. 6. Differentiate between mandatory and voluntary optional deductions for employees. 7. Recognize that the compulsory deductions are an employer's expense to the federal government. 8. Calculate compulsory deductions \*1 and voluntary deductions using the taxable earnings based on government set percentages. 9. Discuss employers’ responsibilities regarding dispersing voluntary deductions to appropriate organizations (e.g., charitable donations). 10. Explain the employers’ legal obligations for submitting income tax collected from employees. 11. Journalize and post the payroll to update general ledger accounts. 12. Discuss the importance of accurate payroll information for the preparation of year-end summaries (e.g., T4 and T4-A slips). 13. Analyze the importance of an employer completing a Record of Employment, with appropriate codes, for employees in situations where employment ends, or the employee leaves due to pregnancy, injury, illness, adoption leave, layoff, or dismissal. 14. Generate a payroll for a business simulation, with or without accounting software. |
| **ESSENTIAL QUESTIONS** | | |
| Why are detailed and correct payroll records important? | | |