



Q.A.T. Business Services

Extreme Competence Inspires Extreme Confidence™

Module Outline **QB024 – Payroll Schedules & Items**

This is module #24 of Q.A.T.'s QuickBooks® series. It covers payroll schedules and payroll items.

Format:

online presentation

Maximum Class Size:

20

Duration:

3 hours

Schedule:

gatBusinessServices.com/training/schedule.html

Intended Audience:

This module is designed for the following people, but others are welcome to attend:

- bookkeepers

Instructor:

Warren Gaebel, B.A., B.C.S. — Mr. Gaebel is a Certified QuickBooks ProAdvisor® and the General Manager of Q.A.T. Business Services. He taught at Learning Tree International, the University of Waterloo, and several colleges since the early 1980's.

Required Textbook(s) & Supplies:

none

Prerequisites:

For the benefit of all attendees, the following prerequisites should be observed:

- QB016 – Payroll Basics
- payroll experience

Learning Objectives:

Upon completion of this course, attendees will be able to:

- create and edit payroll schedules, and
- create and edit payroll items.

Tuition:

\$69 payable upon registration

How to Enroll:

enrol@gatBusinessServices.com
or (519) 404-7904

Outline:

- 1 Payroll Schedules
 - 1.1 Semi- vs. Bi-
 - 1.2 Biweekly vs. Semi-Monthly
 - 1.3 Biweekly (52 Pay Periods) vs. Biweekly (53 Pay Periods)
 - 1.4 Reducing Payroll Processing Costs With a Monthly Payroll
 - 1.5 Cheque Date vs. Pay Period Ending Date
 - 1.6 Paying Employees in Groups
 - 1.7 Payroll That Doesn't Use Payroll Schedules
- 2 Payroll Items
 - 2.1 Item Types
 - 2.2 Predefined Items
 - 2.3 Interfacing With the General Ledger
 - 2.4 Taxable vs. Non-Taxable
 - 2.5 CPP Pensionable vs. CPP Non-Pensionable
 - 2.6 EI Insurable vs. EI Non-Insurable
 - 2.7 Feeding Information to T4 Slips
 - 2.8 Feeding Information to Records of Earnings
 - 2.8.1 Insurable Hours
 - 2.8.2 Insurable Earnings
- 3 Q&A