



# *Q.A.T. Business Services*

*Extreme Competence Inspires Extreme Confidence™*

## *Module Outline*

### *QB025 – Payroll Liabilities, Year-Ends, and Hiring/Terminating*

This is module #25 of Q.A.T.'s QuickBooks® series. It covers payroll liabilities, year-ends, and hiring/terminating employees.

#### **Format:**

online presentation

#### **Maximum Class Size:**

20

#### **Duration:**

3 hours

#### **Schedule:**

[gatBusinessServices.com/training/schedule.html](http://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:

- pay payroll liabilities,
- hire new employees,
- terminate employees, and
- process a payroll year-end.

#### **Tuition:**

\$69 payable upon registration

#### **How to Enroll:**

[enrol@gatBusinessServices.com](mailto:enrol@gatBusinessServices.com)  
or (519) 404-7904



**Outline:**

- 1 TD1's
- 2 Paying Payroll Liabilities
- 3 Hiring an Employee
- 4 Terminating an Employee
- 5 Payroll Year-End
- 6 Payroll Preferences
- 7 Payroll Updates
- 8 Manual Payroll (i.e., Not Using QuickBooks' Payroll)
- 9 Q&A