



# PAYROLL SPECIALIST COURSE

The Payroll Specialist course provides practical training in accurate, compliant payroll processing for today's workplaces. Students learn the complete payroll workflow—from collecting and auditing time records to calculating gross wages, applying deductions and withholdings, processing direct deposits/checks, and completing payroll reconciliations. The course covers core payroll concepts including pay schedules, wage calculations (hourly, salary, overtime, PTO, bonuses), pre-tax and after-tax deductions, payroll tax fundamentals (FICA, federal/state withholding concepts, FUTA/SUTA basics), payroll documentation, internal controls, confidentiality, and record retention. Students also gain exposure to payroll reporting and year-end responsibilities, including payroll registers and W-2/W-3 preparation concepts.

## COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

PAYS 101 - Payroll Foundations *(Suggested time of Completion 1-2 Weeks)*

PAYS 105 - Wage Calculations *(Suggested time of Completion 1-2 Weeks)*

PAYS 110 - Deductions & Benefits *(Suggested time of Completion 1-2 Weeks)*

PAYS 115 - Payroll Taxes I (Core Withholding) *(Suggested time of Completion 1-2 Weeks)*

PAYS 120 - Payroll Taxes II (Employer Taxes) *(Suggested time of Completion 1-2 Weeks)*

PAYS 125 - Timekeeping, Policies, and Compliance *(Suggested time of Completion 1-2 Weeks)*

PAYS 130 - Payroll Systems & Processing Workflow *(Suggested time of Completion 1-2 Weeks)*

PAYS 135 - Reconciliations & Payroll Accounting *(Suggested time of Completion 1-2 Weeks)*

PAYS 140 - Reporting & Year-End *(Suggested time of Completion 1-2 Weeks)*

PAYS 145 - Capstone Practice & Job Readiness *(Suggested time of Completion 1-2 Weeks)*