



## CONTENTS

### Welcome

Integration  
The Company

### Payroll Setup

Creating Data Files  
Defining Parameters  
Standard Rate of Pay  
Commission Tables and Piece Rates  
Defining Deductions  
Defining Other Pays  
Defining Task Codes  
Tax Tables  
Selecting Your State  
Entering Employees  
Global Employee Change  
Entering Company Totals  
Entering Tax Deposits  
Leaving The SETUP Mode

### Time Card Entry

Time Card Reports  
Calculating Payroll  
Posting Checks  
Void Checks

### Tax Reporting

Tax Deposits  
Void Deposit Checks

### Reporting

Custom Reports and Forms  
Payroll Reporting  
W-2 Reporting

### The Closing Process

Transfer Option

## Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	10 min
2	Setup and Defining Parameters	120 min
3	Lab Exercise 1 & 2	60 min
4	Setup and Defining Parameters (cont.)	20 min
5	Processing P/R Transactions	60 min
6	Tax Reporting and Processing	30 min
7	Reports and Closing	40 min
8	Review	5 min
9	Lab Exercises 3 and 4	45 min
	<b>Total Time</b>	<b>390 min</b>

## BW Payroll Objectives:

- Learn how to set up employees for payroll processing.
- Practice entering and tracking employee information.
- Understand how to define and track employee deductions and company contributions.
- Learn how to verify and modify state and federal tax information.
- Practice entering timecards and calculating payroll.
- Learn how to monitor and pay tax liabilities.
- Understand the reports available for tracking employee information, as well as the available tax reports and worksheets.