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## Syllabus

Section	Subject	Time Estimated
1	Welcome and Introduction	20 min
2	Setup Menu	90 min
3	Employees	30 min
4	Lab Exercise 1	30 min
5	Processing	60 min
6	Reports and Direct Deposits	45 min
7	Taxes and Period End	30 min
8	Review	10 min
9	Lab Exercise 2	45 min
	<b>Total Time</b>	<b>390 min or 6 1/2 hours</b>

## Tasks Performed in Payroll:

- Set up Payroll options
- Define earnings and deductions
- Maintain payroll tax tables
- Build a list of employees
- Enter pay information
- Calculate payroll taxes
- Print checks and check registers
- Record direct deposits
- Print quarterly reports
- Process year-end and print W-2 forms