

**Payroll Accounting (Accounting 105)
Calendar of Assignments**

Instructor: Shannon Wilkinson
Days: Thursday 6:00pm-8:05pm

E-mail: swilkinson@gavilan.edu
Term: Fall 2007

Reading and Homework Assignments: Students are expected to read the assigned chapters prior to the scheduled lecture. Homework assignments are due after the material has been discussed in class, by the date indicated.

Date	Reading Assignment	Homework Due
09/06/07	Unit 1 – Payroll Laws & Regulations	
09/13/07	Unit 2 – New Employee Records	Unit 1-Exercises 1.1 and 1.2
09/20/07	Unit 3 – Time and Work Records	Unit 2-Alternate Exercises 2.1A, 2.2A, 2.3A, 2.4A & 2.5A
09/27/07	Unit 4 – Determining Gross Earnings	Unit 3-Review Exercises 1-12 Unit 3-Exercises 3.1, 3.2 & 3.3
10/04/07	Unit 5 – Determining Payroll Deductions	Unit 4-Review Exercises 1-10 Unit 4-Problems 1-5 Unit 4-Exercise 4.1
10/11/07	Midterm Exam (Units 1-4)	
10/18/07	Unit 6 – The Payroll Register	Unit 5-Review Exercises 1-10 Unit 5-Problems 1-4 Unit 5-Exercises 5.1, 5.2, 5.3, 5.4 & 5.5
10/25/07	Unit 7 – Employee Earnings Records	Unit 6-Review Exercises 1-6 Unit 6-Problems 1-4 Unit 6-Exercises 6.3 & 6.4
11/01/07	Unit 8 – Paying Employees	Unit 7-Review Exercises 1-5 Unit 7-Problems 1 & 3 Unit 7-Exercises 7.1 & 7.2
11/08/07	Unit 9 – Federal Payroll Taxes and Tax Returns	Unit 8-Review Exercises 1-6 Unit 8-Problem 1 Unit 8-Exercises 8.1 & 8.2
11/15/07	Midterm Exam (Units 5-8)	
11/22/07	Thanksgiving Holiday	
11/29/07	Unit 10 – State Payroll Taxes and Tax Reports	Unit 9-Review Exercises 1-7 Unit 9-Problems 1-4 Unit 9-Exercise 9.2, 9.3, 9.4, 9.5, 9.7 & 9.8
12/6/07	Unit 11 – Accounting for Payroll	Unit 10-Review Exercises 1-10 Unit 10-Problems 1 & 2 Unit 10-Exercises 10.4, 10.5, 10.6 & 10-7
12/13/07	Review	Unit 11-Review Exercises 1-5 Unit 11-Problem 1 Unit 11-Exercise 11.2 & 11.3 Comprehensive Problem Due
12/20/07	Final Exam	

Note: This is a tentative Calendar of Assignments, and is subject to change by Instructor.