



## **I. COURSE DESCRIPTION:**

This course is designed to provide a general overview of payroll administration requirements by an Ontario employer, including an understanding of compliance with Labour Standards, Canada Revenue Agency, Service Canada, Minister of Finance for Ontario, and the Workers Safety Insurance Board regulations. Applications of the principles learned will be applied to the identification and calculation of earnings and the appropriate Canada Pension, Employment Insurance and Income Tax withholdings. In addition, accounting transactions will be recorded, remittance and reporting processes will be documented.

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Understand the stakeholders in payroll. Know Federal and Ontario Employment Labour Standards application to payroll related administration. Recognize the various timing and calculation methods for regular earnings.

### Potential Elements of the Performance:

- Discover the differentiation between Contract for Service and Contract of Employment.
  - Determine whether an employer is required to comply with Federal or Provincial Employment Labour Standards.
  - Employer policies related to labour standards.
  - Impact of collective bargaining agreements.
  - Interpretation of taxable/non-taxable allowances and benefits.
  - Define expense reimbursements.
2. Calculate the appropriate taxable, pensionable, and insurable earnings as per Canada Revenue Agency definitions. Determine non-statutory deductions. Calculate net pay.

### Potential Elements of the Performance:

- Calculate: Canada Pension Contributions, Employment Insurance Premiums, Income tax deductions.
- Recognize non-statutory deductions including: Garnishment Orders, other Legal Orders, Employer compulsory deductions and voluntary withholdings.
- Demonstrate full payroll calculations from gross earnings through to net pay.

3. Demonstrate knowledge of other employer taxes and premiums. Understand the accounting for payroll and the relationship between transactions, registers, journals, and ledgers.

Potential Elements of the Performance:

- Recognize employer registration requirements.
  - Matching of statutory deductions
  - Calculate workers compensation premiums.
  - Calculate health taxes and levies.
  - Prepare payroll register
  - Prepare journal entries
4. Analyze the remittance requirements for the Canada Revenue Agency, Ministry of Finance and Workers Compensation Boards. Demonstrate knowledge of termination and layoff and impact on payroll.

Potential Elements of the Performance:

- Explain the remittance frequency and due dates.
  - Explain additional amounts due to employees on termination of employment.
  - Identify requirements for issuing the Record of Employment and information contained.
5. Describe year end reporting requirements including the T4 information slip and T4 summary. Recognize various payroll information systems.

Potential Elements of the Performance:

- Explain the filing requirements for the Canada Revenue Agency, Ministry of Finance and Workers Compensation Board.
- Demonstrate knowledge of the requirements of the payroll administrator to prepare for the year end subsequent payroll year.
- Recognize various methods of recording payroll information including: manual, standalone software, integrated management systems, hybrid systems.
- Demonstrate knowledge of considerations when acquiring a payroll system.

**III. TOPICS:**

1. Know the various stakeholders in Payroll.
2. Know Federal and Ontario Employment Labour Standards.
3. Calculate the appropriate taxable, pensionable, and insurable earnings.
4. Calculate net pay.
5. Prepare journal entries
6. Analyze the remittance requirements
7. Knowledge of termination and layoff.
8. Prepare year end reporting requirements.
9. Recognize various payroll information systems.

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

An Introduction to Canadian Payroll Administration, Alan Dryden,  
McGraw-Hill Ryerson  
ISBN 10 Digit ISBN 0071320768, 13 Digit ISBN 9780071320764

Computer Access will be required for the following Recommended Resources:

This course will use multiple internet website sources including:  
Canada Revenue Agency  
Human Resources and Development Agency  
Ministry of Finance of Ontario  
Workers' Safety Insurance Board of Ontario  
Canadian Payroll Association

**V. EVALUATION PROCESS/GRADING SYSTEM:**

*Quiz or Assignment #1 – Learning Outcome 1 – Calculation of gross earnings  
Reference Chapter 1,2,3 - 10%*

*Quiz or Assignment #2 – Learning Outcome 2 – Calculation of deductions and net pay  
Reference Chapter 4,5,6 - 10%*

*Midterm Test – Reference Chapters 1 – 6 – 30%*

*Quiz or Assignment #3 – Learning Outcome 3 – Prepare payroll register and journals  
Reference Chapter 7,8 - 10%*

*Quiz or Assignment #4 – Learning Outcome 4,5 – Calculation of T4 and year end adjusting entries  
Reference Chapter 9,10,11,12 - 10%*

*Midterm Test – Reference Chapters 7 – 12 – 30%*

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<b><u>Grade Point Equivalent</u></b>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	

X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

## **VI. SPECIAL NOTES:**

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

## **VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum located on the portal form part of this course outline.