



## **CPP / FPC Study Group Study Plan**

January 23<sup>rd</sup> – March 27<sup>th</sup>, 2010

**8:30 am to 12:30 pm – Saturdays as scheduled below**

Please come prepared to each study session with the scheduled chapters read and the chapter questions answered. We will review and discuss chapter topics, answers to the questions, and any other worksheets distributed.

### **1. January 23<sup>rd</sup>**

- a. Introductions and Paperwork
- b. Review completed Practice Exam
- c. Introduction to Payroll Source Glossary (your friend)
- d. Chapter 15 – Preparing for the Exam
- e. Chapter 1 – The Employer – Employee Relationship

### **2. February 6<sup>th</sup>**

- a. Chapter 2 – Federal and State Wage-Hour Laws
- b. Chapter 3 – Taxable and NonTaxable Compensation
- c. Chapter 5 – Paying the Employee

### **3. February 20<sup>th</sup>**

- a. Chapter 4 – Health, Accident, and Retirement Benefits
- b. Chapter 9 – Other Deductions from Pay

### **4. March 6<sup>th</sup>**

- a. Chapter 6 – Withholding Taxes
- b. Chapter 7 – Unemployment insurance
- c. Chapter 8 – Depositing and Reporting Withheld Taxes
- d. KAC Test before next class

### **5. March 13<sup>th</sup>**

- a. Chapter 10 – Recordkeeping and Record Retention
- b. Chapter 11 – Payroll Accounting

### **6. March 20<sup>th</sup>**

- a. Chapter 13 – Managing a Payroll Department
- b. Chapter 14 – Payroll for US Employees Abroad and Aliens in the US

### **7. March 27<sup>th</sup>**

- a. Chapter 12 – Payroll Systems and Technology
- b. Review as time allows

This is a very tight schedule and a lot of material to cover in a short amount of time.

**Study Materials:**

**APA's 2009 Payroll Source**

**IRS Publications 15, 15b, and others**