

# Advanced Payroll

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**Knowledge Bureau**<sup>®</sup>  
Excellence in Financial Education

## OF SPECIAL INTEREST TO:

- Accountants
- Bookkeepers
- Tax preparers looking to expand their businesses
- Those looking for staff training solutions

- Expand your career by becoming more astute in payroll compliance
- Provide knowledge and insight on negotiating employment contracts
- Achieve consistently accurate results for your clients

## Study On Your Terms and Time in Our World-Class Virtual Campus

- Individualized study plans, instructor support
- 24/7 access to online lessons, quizzes
- Valuable e-journals, software, calculators
- Testing, accreditation and certification
- Easy pay plan customized to fit your budget
- Risk-free enrolment

## How to Enrol in Your Self-Study Course Today

1. Enrol online at [www.knowledgebureau.com](http://www.knowledgebureau.com)
  2. Scan and email the completed registration form to our Registrar at [registrar@knowledgebureau.com](mailto:registrar@knowledgebureau.com)
  3. Call our Registrar toll-free at 1-866-953-4769
  4. Fax your registration form to 1-204-953-4762
- Free educational consultation available**

## ADVANCED PAYROLL

The technical side of payroll, if done incorrectly, can cost the employer or the employee money, not to mention incur penalties with the Canada Revenue Agency. Advanced Payroll will help you become a more astute compliance manager to ensure payroll is more than simply accurate. It will also allow you to assist your client to be shrewd in negotiating employment contracts to the after-tax benefits of the employees of the firm, which could include family members.

### CONTENT DESCRIPTION & KEY CONCEPTS

It should go without saying that bookkeepers must be able to produce an accurate payroll on time, every time. However, this course takes the student further, teaching completion of a full payroll cycle, TD1/T1213 form completion, accounting for statutory and non-statutory deductions, taxable and non-taxable perks and benefits, T4 slip preparation, for any business within Sage 50 and QuickBooks.

### CERTIFIED SKILLSETS YOU WILL LEARN

The student will understand:

- Understand the compliance requirements federally and under provincial Employment Standards Codes in their area of operation
- Complete TD1 - Personal Tax Credit Return forms, T1213 - Request to reduce Taxes at Source forms, with a view to reducing withholding taxes which can be used to increase private pension contributions (RRSP, PRPP)
- Account for a variety of compensation plans including hourly wages, salary, commissions, bonuses, retroactive payments, vacation pay

- Account for an extensive list of taxable and non-taxable benefits
- Differences in pay structure for workplaces governed by a union
- Provide tax-specific information required by commission salespeople, northern residents, truckers, trades people and executives
- Account for termination pay, Records of Employment, T4, T4 Summary, workers compensation, employer health taxes, other public health care plans

**WHAT'S NEW:** Access to excellent reference materials from CRA and EverGreen Explanatory Notes; Access to the latest versions of Sage 50 and QuickBooks; Up to date information as the course material is updated when changes to the information become available.

### COURSE COMPONENTS

**MULTI MEDIA INTRODUCTION** – Your virtual instructor overviews key concepts in each chapter.

**KNOWLEDGE JOURNAL TEXTBOOK** – A full course manual containing detailed study materials, chapter by chapter.

**EVERGREEN EXPLANATORY NOTES** – A comprehensive reference library.

**PRACTICE MANAGEMENT THESIS** – Your formal case study online: a great review before your final exam.

**TESTING** – Chapters end with multiple-choice quizzes and true-to-life cases. A comprehensive final exam is written at the end of your studies.

**ACCREDITATION** – Earn 30 CE/CPD credits per course.

### TABLE OF CONTENTS

- 1 The Payroll Cycle
- 2 Hiring, Employee Contracts and Employment Standards
- 3 Employee Compensation
- 4 Owner Managers
- 5 Statutory Deductions
- 6 Other Deductions
- 7 Taxable and Tax Free Benefits
- 8 Remittances, Audits and Penalties
- 9 Termination and Severance
- 10 Year-End Reporting

Study Time: 30 hours

### STEP 1: STUDENT IDENTIFICATION

Name	Returning Student ID #
<hr/>	
Company	
<hr/>	
Address	
<hr/>	
City	Province
<hr/>	
Postal Code	Email
<hr/>	
Phone with Area Code	Fax
<hr/>	
Referred By	Current Designations/Licensing

### STEP 2: TUITION FEES

- Single Course Tuition Fee** **\$795**
- Electronic Textbooks** **No Extra Charge**
- Hard Copy Textbooks and Delivery** **\$ 95**

**OR**

- Choose Certified Skills Diploma or Designation Program and save**

See [www.knowledgebureau.com](http://www.knowledgebureau.com) for tuition funding options and details on qualifying for tax credits.

### STEP 3: PAYMENT PLANS

- Full Payment Plan** (Branch Office study groups save 10%):  
Number of Courses: \_\_\_\_\_ A x fee from Step 2 = B below
- |                                     |            |
|-------------------------------------|------------|
| <b>TOTAL TUITION FEES:</b>          | \$ _____ B |
| Hard Copy and Delivery (see step 2) | \$ _____ C |
| <b>SUBTOTAL (B + C)</b>             | \$ _____ D |
| GST/HST (885004713RT001)            | \$ _____ E |
| <b>TOTAL DUE (D + E)</b>            | \$ _____ F |
- EZ-Pay Instalment Plan:** Call 1-866-953-4769 for details.

### STEP 4: PAYMENT METHODS

- CREDIT CARD:**  Visa  MC  Amex Expiry Date \_\_\_ / \_\_\_
- Card Number \_\_\_\_\_
- Name on Card \_\_\_\_\_
- Signature \_\_\_\_\_

### STEP 5: REGISTRATION OPTIONS

**Phone:** 1-866-953-4769 **Fax:** 1-204-953-4762

**Online:** [www.knowledgebureau.com](http://www.knowledgebureau.com)

**Email:** [registrar@knowledgebureau.com](mailto:registrar@knowledgebureau.com)

- Unless box is checked, I provide consent for you to store my contact information and inform me of my progress and future educational opportunities.