

## BOOK 110 – Payroll Administration

### Course and Assignments Schedule

Please upload assignments and projects to Moodle  
by 11:55 p.m. on the due date.

### Feb- March

Notes	Week Beginning	Unit	Topic	Assignment	Due Date
	Feb 22	1	Calculating Earnings	1	Feb 27
	Feb 24	2	Payroll Journal	2	Feb 29
	Feb 26	3	Statutory Deductions	3	Mar 2
	Mar 2	4	Recording the Payroll	4	Mar 7
	Mar 4	5	Non-Statutory Deductions	5	Mar 9
	Mar 9	6	Payroll Remittances	6	Mar 14
	Mar 11	7	Taxable Benefits	7	Mar 16
	Mar 14	8	Termination of Employment	8	Mar 20
	Mar 18	9	Year-End Processes and Reporting	9	Mar 23
	Mar 21	10	Work Safe Programs and Legislation	10	Mar 26
	Mar 21		Practical Project (can be started after Unit 8)	Final Project	Mar 28
	Mar 28				
	Mar 21		Final Practical Exam – written at home; arrangements made individually with instructor, <b>must</b> be written before theory exam. A default time of August 11 at 18:00 is set unless other arrangements are made with the instructor.	Practical - 3 hours timed, openbook, unsupervised	Mar 28
15	Mar 30	Final Exams	Final Theory Exam (you must submit the practical exam first)		

Mar 28 is not an Instructional Day