

PAYROLL

- **Employee**- any individual who is a recipient of salaries and wages.
- **Employer**- a person for whom an individual performs or performed any services.
- **Payroll**- refers to the total amount paid to employees for services provided during a period.
- **Payroll period**- a period which an employer ordinarily makes payment of salaries or wages to the employees.
- **Payroll System**- is the system developed and utilized by the entity to make payroll accounting accurate and timely.
 - **Timecards**- used to record and maintain the employees work-hours or daily arrival and departure time during a particular payroll period.
 - **Payroll Register**- special journal showing the payroll data organized by the entity in each period.
 - **Employee Earning Record**- detailed records of earnings and withholdings for each employee.
 - **Pay Slip**- prepared for each employee if payments of salaries or wages are made in cash.
 - **Check**- Most employers with a large number of employees use a special account to disburse paychecks to employees
 - **Automated Teller Machine** the bank is simply notified of the amounts to be credited to the account to the account of each employee.
- **Salaries or Wages**- all remuneration paid for services performed by an employee for his employer.
 - **Salary**- applied to managerial, supervisory and administrative service.
 - The rate of salary is expressed in terms of a month or a year.
 - **Wages**- referred to remuneration for skilled or unskilled labor.
 - The rates are stated on an hourly or piecemeal basis.
- **Gross Pay**- the total earnings of an employee for a payroll period before taxes and other deductions are taken out.
 - Salaries or wages means all enumerations paid for services performed by an employee for his employer, including the cash value of all remuneration paid in any medium other than cash.

Payroll Course Study Guide

Michael A. Paré

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