

CASBO Payroll Boot Camp Outline

Prerequisites

Excel Basic and Intermediate Training

Payroll Concepts

Day 1 — 6 hours

Opener: Introductions; Name, Like, Goal

Assessment Quiz

Employee Classifications – Presentation

Group Discussion – **Jeopardy Game**

Timing of Payments - Presentation

Paying Employees - Presentation

Salary Computations - Presentation

Gross Pay Calculation – Presentation

Exercises – Create Templates for Gross Pay Calculations

Quiz #1 — Employee Types and Calculations

Homework: Independent Contractor vs Employee using EDD DE-38

Day 2 — 6 hours

Review Homework – Trade and Grade; Group Discussion

Pay Deductions — Presentation

Withholdings — Presentation

Calculating Federal and State Taxes — Presentation

Calculating taxes — Provide Template for Exercises

STRS — Presentation

PERS — Presentation

Group Discussion – **Kahoot Game** – Retirement

Quiz #2 — Pay Deduction, Withholdings, Payroll Rates

Homework: Ed Code, Labor Codes (Use Manual and Resources)

Day 3 — 6 hours

Review Homework – Trade and Grade; Group Discussion

Quiz #3 — Retirement Systems

Group Discussion – **Kahoot Game**– PC Recap

Calculating Net Pay – Provide Template for Exercises

Full Net Pay Exercises

Ed Code Mix & Match for those who finish Net Pay Calcs early

Balancing Payroll — Presentation & Exercises

Question and Answer Session

Reminder: Review Manual for Exam

Day 4 — 2-3 hours

Final Exam - Google Test and Net Pay Calculations

The final exam will be due by 11:59 PM on Day 4. Attendees will take the test online (open book) and will not be required to report to the training site on Day 4.

***Breakfast and Lunch are provided for Day 1, 2, & 3 of the training.**

Daily Schedule:

9:00 – 10:30 am

10:30 – 10:45 am

Break

10:45 – 12:15

12:15 – 1:00 pm **Lunch**

1:00 – 2:30 pm

2:30 – 2:45 pm **Break**

2:45 – 4:30 pm