

Chapter 4

THE PAYROLL SYSTEM IN AN ETHIOPIAN CONTEXT

A. The Importance of Payroll Accounting

The term *payroll* often refers to the document prepared to pay remuneration for the service rendered in a given period of time. The payroll accounting of a firm has to be given emphases of significance for the following reasons:

1. Employees are sensitive to payroll errors and irregularities, and maintaining good employee moral requires that the payroll be paid on a timely, accurate basis.
2. Payroll expenditures are subject to various government regulations.
3. The payment for payroll and related taxes has significant effect on the net income of most business enterprises.

B. Definition of payroll related terms

Salary or Wages:

Salary and wages are usually used interchangeably. However, the term wages is more correctly used to refer to payments for manual labor that are paid based on the number of hours worked or the number of units produced. So, they are usually paid when a particular piece of work is completed or for a period less than a month. On the other hand, compensations to employees on monthly or annual basis are termed as salaries.

It must be clear that when we say an employee, we refer to an individual who works primarily to an organization and whose activities are under the direction and supervision of the employer. Hence, an employee is different from an independent contractor, a self-employed individual who works on a fee basis to a firm.

The Pay Period:

The Pay Period is the length of time covered by each payroll payment. Pay periods for waged workers are usually made on weekly or biweekly. On the other hand, salaried employees' pay periods are monthly or semi-monthly.

The Pay Day:

The day, on which wages or salaries are paid to employees, usually the last day of the pay period, is known as the PAY DAY.

Basic Records of a payroll accounting system includes:

- 1) A payroll register (or sheet),
- 2) Individual employees' earnings records, and
- 3) Usually, pay checks.

These records are generated from a payroll system that is operated manually or using computers.

- i) ***A Payroll Register (Sheet):*** the entire list of employees of a business along with each employee's gross earnings, deductions and net pay (or the take home pay) for a particular payroll period. The basis for the preparation of the payroll register can be the attendance sheets, punched (clock) cards or time cards.
- ii) ***Employee Earnings Record:*** It is a summary of each employee's earnings, deductions, and net pay for each payroll period and of cumulative gross earnings record helps the employer organization to properly summarize and file tax returns.
- iii) ***Pay Check:*** An instrument for paying salary if the firm makes payment via writing a check in the name of each employee for the net pay or a check for the total net pay.
- iv) ***Gross Earnings:*** The total pay to an employee before deductions for the pay period.
- v) ***Payroll Taxes:*** Are taxes levied against the employer on the payroll of a firm? It is an additional payroll related expense to an employer.

Payroll Accounting Chapter 4

**Michael Taillard, Joseph
Kraynak, Kenneth W. Boyd**



Payroll Accounting Chapter 4:

PayrollOrg Basic Guide to Payroll, 2024 Mitchell-George, Accounting All-in-One For Dummies (+ Videos and Quizzes Online) Michael Taillard, Joseph Kraynak, Kenneth W. Boyd, 2022-08-30 A complete and easy to follow resource covering every critical step of the accounting process Learning to love the language of business is easier than you think In the newly revised Third Edition of Accounting All In One For Dummies with Online Practice finance expert Michael Taillard walks you through every step of the accounting process from setting up your accounting system to auditing and detecting financial irregularities You ll enjoy a unified compilation of mini books and online practice and video resources that bring together everything you need to know about accounting into one convenient book and web portal You ll learn to record accounting transactions adjust and close entries prepare income statements and balance sheets and more You ll also get Online instructional videos that describe the modern reality of accounting in the digital age Guidance and instruction on how to make savvy financial decisions to help guide your business in the right direction Advice on how to handle case and make intelligent purchasing decisions Helpful practice quizzes for each topic to help you crunch the numbers Perfect for anyone who s just beginning their career or education in accounting as well as those who just love numbers Accounting All in One For Dummies is also a must read for business owners founders and managers who want to get a better understanding of the financial side of commerce Accounting for Payroll Steven M. Bragg, 2015-05-14 A one stop resource for setting up or improving an existing payroll system The most comprehensive resource available on the subject Accounting for Payroll A Comprehensive Guide provides up to date information to enable users to handle payroll accounting in the most cost effective manner From creating a system from scratch to setting up a payroll department to record keeping and journal entries Accounting for Payroll provides the most authoritative information on the entire payroll process Ideal for anyone new to the payroll system or as a skill honing tool for those already immersed in the field this hands on reference provides step by step instructions for setting up a well organized payroll system or improving an existing one Bookkeeping For Dummies Jane E. Kelly, Paul Barrow, Lita Epstein, 2016-04-25 Britain s number one guide to mastering the art and science of bookkeeping Accurate bookkeeping is crucial to the success of every business but few people relish in this highly detailed task Luckily this new edition of Bookkeeping For Dummies simplifies every aspect of financial record keeping walking you through the basic skills you need to make numbers your minion From tracking transactions and keeping ledgers to producing balance sheets and year end reports this straight talking guide takes the intimidation out of bookkeeping and shows you how to make it your best friend in business Fully updated to include the latest coverage of accounting practices and bookkeeping software this new edition of Bookkeeping For Dummies features tons of practical exercises to get you up and running with what you need to keep your books balanced your finances in order and the tax inspector off your back Find updated bookkeeping templates and resources available via download Manage day to day records like sales and purchases Produce Profit and Loss

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