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:

- 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.
- 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 and 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 wageworkers 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 summaries 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) Grosse 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

Bernard J. Bieg

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