



# Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

[www.asbdc.org](http://www.asbdc.org)

## MASTERING PAYROLL I

Learn to do a payroll, starting at square one. This course includes: who gets overtime pay and who does not, how to process a W-4 and complete the 941, 940, W-2 and W-3, and how and when to deposit withheld taxes using actual forms.

### Who should attend?

Payroll managers, payroll clerks, accountants, benefits professionals, human resource managers, personnel managers, business owners, managers, controllers, and bookkeepers.

**September 24 & October 1, 2012 \* 8:00 am - 4:30 pm**

**2 Mondays \* Cost: \$299 (Includes Textbook)**

**Approved for 16 CPE Hours**

**Location: UNA East Campus, 1640 Tune Ave., Florence, AL**

**Instructor: Dr. Mark Lawrence**

Online registration is available at [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies) (select courses, then Payroll Certificate) or contact our office at 256-765-4862 to register by phone.

*"The SBDC at University of North Alabama is a part of the Alabama SBDC Network. Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Phillip Marks, UNA-SBDC, 143 Keller Hall on the UNA Campus, UNA Box 5248, Florence, AL 35632, Phone 256-765-4668."*