

Date	Time	Chapters	Chapter Topics	Instructor
Saturday, June 1, 2024	9:00AM - 12:00 PM	--	<b>**LIVE class in BURBANK** Opening Overview and Pre Test</b>	Becky and/or Esmie
Saturday, June 8, 2024	9:00AM - 12:00 PM	Chapter 1	Employer / Employee Relationship	Julie Levier
		Chapter 2	Federal / State Wage Hour Laws	
Saturday, June 15, 2024	9:00AM - 12:00 PM	Chapter 3	Taxable and Nontaxable Compensation	Jeffri Barnard
Saturday, June 22, 2024	9:00AM - 12:00 PM	Chapter 3	Taxable and Nontaxable Compensation	Helen Hinton
Saturday, June 29, 2024	9:00AM - 12:00 PM	Chapters 1 - 3	<b>**LIVE class in BURBANK** PRE TEST REVIEW and TEST covering Chapters 1 - 3</b>	Becky and/or Esmie
Saturday, July 6, 2024			<b>No Class - Off for Independence Day Week</b>	
Saturday, July 13, 2024	9:00AM - 12:00 PM	Chapter 4	Health, Accident, and Retirement Benefits (Calc Examples)	Julie Levier
		Chapter 5	Paying the Employee	
Saturday, July 20, 2024	9:00AM - 12:00 PM	Chapter 6	Withholding Taxes	Jeffri Bamad
		Chapter 7	Unemployment Insurance	
Saturday, July 27, 2024	9:00AM - 12:00 PM	Chapter 8	Depositing and Reporting Withheld Taxes	Helen Hinton
Saturday, August 3, 2024	9:00AM - 12:00 PM	Chapter 9	Other Deductions from Pay (Garnishments & Voluntary Deductions)	Jeffri Barnard
		Chapter 10	Recordkeeping and Record Retention	
Saturday, August 10, 2024	9:00AM - 12:00 PM	Chapters 4 - 10	<b>**LIVE class in BURBANK** PRE TEST REVIEW and TEST covering Chapters 4 - 10</b>	Becky and/or Esmie
Saturday, August 17, 2024	9:00AM - 4:00 PM	Chapter 11	<b>**LIVE class in BURBANK** Payroll Accounting</b>	Alex Quadra
Saturday, August 24, 2024	9:00AM - 12:00 PM	Chapter 12	Payroll Systems and Technology	Helen Hinton
		Chapter 13	Managing A Payroll Department	

		<b>Chapter 14</b>	Payroll for US Employees Abroad and Aliens in the US	
<b>Saturday, August 31, 2024</b>	<b>Holiday</b>		<b>No Class - Off for Labor Day Weekend</b>	
<b>Saturday, September 7, 2024</b>	<b>9:00AM - 12:00 PM</b>	<b>Chapters 11 - 14</b>	<b>**LIVE class in BURBANK** PRE TEST REVIEW and TEST covering Chapters 11 - 14</b>	<b>Becky and/or Esmie</b>
<b>Wednesday, September 11, 2024</b>			<b>California Payroll Conference</b>	
<b>Friday, September 13, 2024</b>				
<b>Saturday, September 14, 2024</b>				
			<b>No Class - California Payroll Conference</b>	
<b>Saturday, September 21, 2024</b>	<b>9:00AM - 5:00 PM</b>	<b>ALL</b>	<b>**LIVE class in BURBANK** OPTIONAL REVIEW - Practice Calculations (aka 'Kick Butt' Test)  (included in cost)</b>	<b>Jeffri Barnard Julie Levier EsmieLoera</b>

**INSTRUCTOR EMAIL**

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