

FPC EXAM CONTENT OUTLINE

This informational outline reflects the subject matter tested on the FPC Examination.

For a complete list of the Knowledge, Skills, and Abilities (KSAs) tested on the FPC examination, visit www.americanpayroll.org/certification.

FPC CERTIFICATION EXAMINATION OUTLINE

- I. CORE PAYROLL CONCEPTS.....40%**
 - A. Worker Status
 - B. Fair Labor Standards Act
 - C. Employment Taxes
 - D. Employee Benefits
 - E. Employee/Employer Forms
 - F. Professional Responsibility
 - G. Methods and Timing of Pay

- II. COMPLIANCE/RESEARCH AND RESOURCES20%**
 - A. Escheatment
 - B. Regulatory - Maintain compliance and accuracy of payroll processing
 - C. Reporting
 - D. Record Retention
 - E. Penalties

- III. CALCULATION OF THE PAYCHECK22%**
 - A. Compensation/Benefits
 - B. Involuntary Deductions/Taxes
 - C. Voluntary Deductions (Pretax and Post Tax)
 - D. Employer Taxes and Contributions
 - E. Net Pay

- IV. PAYROLL PROCESS AND SUPPORTING SYSTEMS AND ADMINISTRATION2%**
 - A. Maintain Master File Components
 - B. Concepts and Functionalities
 - C. Disaster Recovery Plan

- V. PAYROLL ADMINISTRATION AND MANAGEMENT7%**
 - A. Policies and Procedures (e.g., overtime, benefits, leave)
 - B. Management Skills and Practices
 - C. Communication/Customer Service

- VI. AUDITS.....5%**
 - A. Internal Controls
 - B. Payroll System Controls
 - C. Accounting System Controls
 - D. Audit Policies and Procedures

- VII. ACCOUNTING4%**
 - A. Accounting Principles
 - B. General Ledger Account Classification
 - C. Payroll Journal Entry
 - D. Account Reconciliation