

## FPC & CPP STUDY GROUP

*Led by Experienced Payroll Professionals*

### Ready to Advance Your Payroll Career?

Join the Orange County Chapter's Summer Study Group to help you successfully pass your **Fundamental Payroll Certification (FPC)** or **Certified Payroll Professional (CPP)** exam with confidence.

#### Why should I get Certified?

Earning a certification through PayrollOrg is more than a professional milestone, it's a statement. It tells employers, colleagues, and clients that you bring expertise, accuracy, and integrity to one of the most critical functions in any organization. Certification sets you apart as a leader who doesn't just keep up with change, you stay ahead of it. It can accelerate your career, increase your earning potential, and position you as a trusted authority in payroll.

### Why Choose This Study Group?

- ✓ Led by experienced Payroll Professionals
- ✓ Structured, easy-to-follow study plan
- ✓ Weekly guided sessions
- ✓ Real-world payroll insights
- ✓ Proven exam strategies
- ✓ Peer support & accountability

### Who Should Join?

- ✓ Payroll professionals preparing for FPC or CPP
- ✓ HR & finance professionals expanding skillsets
- ✓ Anyone serious about advancing their payroll career

### Program Details

- **Start Date:** Thursday June 25, 2026
- **Duration:** 2 hours every Thursday for 10 Weeks
- **Format:** Virtual
- **Sessions:** 6-8PM Thursdays, June 25, 2026 – August 27, 2026

Students are responsible for purchasing their own study materials.

**We highly recommend any of the following:**

- Pay Train
- The Payroll Source

### Syllabus

#### 1) June 25, 2026

##### CORE PAYROLL CONCEPTS

###### A. Worker Status

- B. Fair Labor Standards Act
- C. Employment Taxes
- D. Employee Benefits

**2) July 2, 2026**

CORE PAYROLL CONCEPTS (continued)

- E. Employee/Employer Forms
- F. Professional Responsibility
- G. Methods and Timing of Pay

CALCULATIONS OF PAY

- A. Compensation/Benefits
- B. Fringe Benefits
- C. Involuntary Deductions/Taxes
- D. Voluntary Deductions (Pretax and Post Tax)

**3) July 9, 2026**

CALCULATIONS OF PAY (continued)

- E. Employer Taxes and Contributions
- F. Total Payroll

**4) July 16, 2026**

CALCULATIONS OF PAY (continued)

Overview of Calculations of pay and practice calculations.

**5) July 23, 2026**

PAYROLL PROCESS AND SUPPORTING SYSTEMS AND ADMINISTRATION

- A. Maintain Master File Components
- B. Concepts and Functionalities
- C. Business Continuity Plan
- D. Technology Evaluation
- E. Upgrade/Implementation Knowledge
- F. System Maintenance/Updates
- G. System/Project Implementations

**6) July 30, 2026**

PAYROLL PROCESS AND SUPPORTING SYSTEMS AND ADMINISTRATION (continued)

- E. Upgrade/Implementation Knowledge
- F. System Maintenance/Updates
- G. System/Project Implementations

**7) August 6, 2026**

PAYROLL ADMINISTRATION AND MANAGEMENT

- A. Policies and Procedures (e.g., overtime, benefits, leave)
- B. Management Skills and Practices
- C. Communication/Customer Service
- D. Staffing, Employee Development, and Core Competencies

**8) August 13, 2026**

AUDITS

- A. Internal Controls
- B. Payroll System Controls
- C. Accounting System Controls
- D. Audit Policies and Procedures
- E. Third Party Controls

**9) August 20, 2026**

ACCOUNTING

- A. Financial Reporting
- B. Accounting Principles
- C. Payroll Journal Entry
- D. Account Reconciliation

**10) August 27, 2026**

Practice sample exam questions and share exam taking tips