**Activity 4.1.1 – Terms Related to Payroll**

Purpose: Identify terms that are related to payroll and state their definitions.

On an index card, write each of these terms on one side and its definition on the other side. Use the Internet to assist in defining those terms not in your textbook.

* Salary
* Pay period
* Payroll
* Total earnings
* Payroll taxes
* Withholding allowance
* Medicare
* FICA tax
* Federal unemployment tax
* State unemployment tax
* Payroll register
* Tax base
* Net pay
* Automatic check deposit
* Employee earnings record
* FIT tax
* Gross earnings
* Wage
* Time card
* Commission
* Overtime rate
* Deduction
* Allowance
* Direct deposit
* Employee’s earnings record
* Accumulated earnings
* Salaries expense
* FUTA
* SUTA
* Payroll tax expense
* Federal tax deposit coupon
* Form 940
* Form 941
* Form W-2
* Form W-3
* Direct deposit

In a team, drill on the terms until everyone in the team knows the terms.

Ask each student to create a test of 10 terms. The test can be fill-in-the-blank, true/false or multiple choice. Collect the tests and pass them around to the students. No one should know whose test he or she received.

Go over those terms missed on the student-made test. Give a quiz on the terms.