



# The Payroll Toolkit : Nuts and Bolts Techniques to Managing Your Payroll

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Written specifically for the non-accounting professional, this hands-on reference will guide the reader through the technical, legal and administrative aspects of payroll accounting. The Payroll Toolkit is an ideal resource for professionals and business owners who suddenly find themselves responsible for managing the payroll. This complete guide offers: a simple overview of the necessary forms and legal paperwork tricks of the trade for organizing and expediting the payroll function step by step instructions to calculate gross pay, payroll taxes, employee deduction and other payroll functions checklists and graphs for quick reference.

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