

El Monte-Rosemead Adult School  
Career Technical Education (CTE)  
Business and Computer Education Department  
10807 Ramona Blvd., El Monte, CA 91731  
626.258.5800

**EARN OVER \$40,000 A  
YEAR AS A PAYROLL CLERK**

**ACCOUNTING**  
**PAYROLL RECORDS  
AND PROCEDURES**

**Enroll for this enhanced 10 Week Class**  
**Begins Thursday, March 19, 2020**

**Every Thursday from**  
**5:00 p.m. – 9:00 p.m.**  
**No pre-requisites needed!**

**Instruction includes:**

- Time card analysis
- Computing earnings
- Employee earnings records
- Tax forms
- Payroll records
- Payroll registers
- Employee checks
- QuickBooks

**Learn what it takes to be a Payroll Clerk today!**

**Cost - \$50.00 (Class Code: 6674.13)**