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QUESTION 1

An integrated HRIS offers the advantage of:

- A. Decreased requirements for technical improvements
- B. Reduced effort in the maintenance of employee records
- C. Enhanced screen display of employee data
- D. Improved security of confidential payroll

Correct Answer: B

QUESTION 2

Which of the following is tax-free to all employees even if only provided to highly paid employees?

- A. Cafeteria plans
- B. Athletic facilities
- C. 401(k) plans
- D. Transportation fringe benefits

Correct Answer: D

QUESTION 3

A statutory employee's pay is subject to which of the following taxes?

- A. None
- B. Federal income tax, Social Security, and Medicare
- C. Social Security, Medicare and FUTA
- D. Federal income tax

Correct Answer: C

QUESTION 4

In maintaining a payroll system, change control refers to:

- A. Procedures to test and schedule changes before they are put into production
- B. Entering new data to an employee's record

- C. Creating a new system in a merger or acquisition
- D. Separation of functions according to accounting standards

Correct Answer: A

QUESTION 5

An employee of a state law enforcement agency worked 45 hours in the workweek. Under FLSA, how much compensatory time off must this employee receive in lieu of overtime pay?

- A. 10.0 hours
- B. 5.5 hours
- C. 2.5 hours
- D. 7.5 hours

Correct Answer: D

QUESTION 6

In a relational database, a field is represented as:

- A. A highlighted area of the monitor
- B. An icon on the graphical user interface
- C. An entry on a row in a table
- D. A command button on the panel or screen

Correct Answer: C

QUESTION 7

For an employee earning \$10.20 per hour and participating in a 401(k) plan with a deferral per pay period of \$50, compute the federal taxable wages based on the following: Biweekly pay period Regular 80 hours 4 hours overtime 3 hours double-time:

- A. \$731.40
- B. \$938.40
- C. \$898.60
- D. \$888.40

Correct Answer: D

QUESTION 8

A cross-functional work team is an important element of:

- A. Benchmarking
- B. Management by objective
- C. Business process reengineering
- D. Claim of right

Correct Answer: C

QUESTION 9

Which of the following accounts has a normal debit balance?

- A. Liability
- B. Expense
- C. Revenue
- D. Equity

Correct Answer: B

QUESTION 10

Transactions are recorded in chronological order into books of original entry called:

- A. registers
- B. journals
- C. vouchers
- D. invoices

Correct Answer: B

QUESTION 11

Under the FLSA, how long are employers required to keep records relating to wages, hours, and conditions of employment?

- A. permanently

B. 4 years or until the file is no longer active

C. 3 years

D. 7 years

Correct Answer: C

QUESTION 12

A manager who embraces the theory of situational leadership is most likely to emphasize:

A. The need for employees to have freedom in getting their work done

B. Quick decision making and prompt reaction to events

C. Versatility in the approach used in dealing with subordinates

D. Strict adherence to all company policies and procedures

Correct Answer: C

QUESTION 13

Sick pay under a definite plan or system is NOT subject to mandatory federal income tax withholding when paid:

A. From a disability retirement plan

B. From an employer's self-insured plan

C. By an agent of the employer

D. By a third-party insurance provider

Correct Answer: D

QUESTION 14

Which of the following is an example of a system production control technique?

A. The payroll manager periodically distributes paychecks

B. Balances in liability

C. Payroll journal entries are approved by the finance manager

D. A calendar is maintained for payroll run dates

Correct Answer: D

QUESTION 15

Which of the following sets of data should be maintained on the payroll master file?

- A. Primary physician's name, and phone number
- B. Name, address, occupation
- C. Next of kin relationship
- D. Children's names and birth dates

Correct Answer: B

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