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QUESTION 1

Choose the statement that represents the best implementation of internal control:

- A. Payroll master file changes are reviewed by human resources
- B. Supervisors input increases and new hires to the payroll master file
- C. The bank is instructed to send canceled checks directly to the payroll manager
- D. Payroll computes cost-of-living increases for employees

Correct Answer: A

QUESTION 2

Which of the following is the first step on goal-setting?

- A. Ask other department managers for copies of their written plans
- B. Review the department members\\' performance appraisals
- C. Develop a plan of action
- D. Obtain salary history for all staff members

Correct Answer: C

QUESTION 3

Employee\\'s regular monthly salary is \$950. Employee is scheduled to work 37 hours per week. Under the FLSA, how much would this employee be paid for each hour in excess of 37 but less than 40 in the workweek?

A. \$5.93

B. \$6.42

- C. \$0
- D. \$5.48

Correct Answer: C

QUESTION 4

Documenting payroll policies and procedures will provide all of the following results EXCEPT:

A. a mechanism for educating payroll partners, suppliers, and customers



- B. assurances of payroll personnel competency and performance
- C. a tool for assessing internal business controls
- D. a vehicle for improving processes

Correct Answer: B

QUESTION 5

The Fair Labor Standards Act specifically governs which of the following?

- A. When holiday pay must be provided
- B. Record keeping requirements
- C. When severance pay must be paid
- D. How vacation pay is accrued
- Correct Answer: B

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