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QUESTION 1

Which of the following agencies would most likely enforce rules governing the number of days following the close of the payroll period that employees must be paid?

- A. State workers' compensation board
- B. State labor department
- C. Internal Revenue Service
- D. Social Security Administration

Correct Answer: B

QUESTION 2

A payroll department manager should assure:

- A. appropriate training and equipment resources for staff members
- B. an independent mission statement
- C. top payment of staff
- D. immediate enactment of employee suggestions

Correct Answer: A

QUESTION 3

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

- A. Computers and other hardware are kept in climate controlled rooms
- B. Forms W-9 are obtained for all independent contractors
- C. A check list is created of sequential activities to run the payroll
- D. Job descriptions are updated as the incumbents of the jobs change

Correct Answer: C

QUESTION 4

Employee Jack, a nonexempt employee, must travel by plane from Chicago to Houston to inspect the security system recently, installed at a client's site. Jack is normally scheduled to work from 8:00 a.m. to 5:00 p.m., Monday through Friday.



Jack arrives at Chicago O'Hare airport on Sunday at 4:00 p.m. and lands at Houston Intercontinental airport at 6:00 am. Jack begins work at 8:00 a.m. on Monday, works through lunch, and returns to the airport for his return flight at 5:00 p.m.

He arrives in Chicago at 7:00 p.m. Monday evening.

Under FLSA, how many hours of pay are due Jack for Sunday and Monday?

- A. 8
- B. 14
- C. 10
- D. 11

Correct Answer: C

QUESTION 5

Which of the following represents the best way of addressing an issue of an employee's poor task performance?

- A. Relocating physical work space near the supervisor
- B. Reassignment to another department
- C. Targeting training
- D. Assigning to an autocratic leader

Correct Answer: C

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