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Total No of Questions:-150

Question: 1

Which of the following statements are true about salary matrixes?

- A - Salary matrixes are optional.
- B - Salary matrixes are required for each pay code.
- C - Salary matrixes will not allow you to save pay rates outside the maximum rate specified.
- D - If a salary matrix is assigned to a pay code, the system will warn you when you are outside the matrix standards with a message.

Answer: A, D

Question: 2

Human Resources supports which of the following premium methods for Life Insurance?

- A - Fixed Amounts only
- B - Fixed Amounts and Variable Amounts
- C - Fixed Amounts and Age Based
- D - Variable Amounts and Age Based

Answer: C

Question: 3

Which of the following are true about setting up Health Insurance plans in Human Resources?

- A - A COBRA premium can be tracked.
- B - A waiting period can be specified before an employee becomes eligible.
- C - A copay code could be attached for prescription drugs.
- D - Contributions to pay for the plan can come from the employee and employer.

Answer: A, B, C, D

Question: 4

Which of the following organizational setups allow you to track 25 extra fields?

- A - Company
- B - Employee
- C - Position
- D - Dependents

Answer: A, B, C

Question: 5

Which of the following organizational setups require that you set up at least one?

- A - Division
- B - Department
- C - Position/Job title
- D - Supervisors

Answer: B, C

Question: 6

The adjusted hire date can be used for which of the following?

- A - To calculate Benefit eligibility
- B - To calculate Attendance accruals
- C - To pro-rate salary
- D - To determine Length of service

Answer: A, B, D

Question: 7

What procedure(s) should be run if Payroll was set up prior to purchasing Human Resources to ensure the HR benefit information will be updated?

- A - Shrink and verify
- B - Reconcile
- C - Year end closing in Payroll and HR
- D - This will happen automatically as soon as HR is loaded

Answer: B

Question: 8

If a 401K retirement plan is set up in Human Resources, and the employer match percent is 50%, what would be the deduction and benefit percentage amounts in Payroll if the employee contributed 4%?

- A - 4% deduction and no benefit
- B - 4% deduction and 2% benefit
- C - 100% deduction and 50% benefit
- D - 100% deduction and 2% benefit

Answer: B

Question: 9

Which of the following can be archived in Human Resources?

- A - Applicants
- B - Employees
- C - To-Do Lists
- D - Organizational Setups

Answer: A, B

Question: 10

Which of the following is true about your employee benefits, such as health coverage, when you are setting up Payroll and Human Resources?

- A - Benefits should be set up in Payroll and not in HR.
- B - Benefits should be set up in Payroll and then the corresponding codes in HR.
- C - Benefits should be set up in HR and then the corresponding codes in Payroll.
- D - If the Payroll view box is checked for the user, they will be prompted to set up the corresponding codes in Payroll after entering a benefit in HR.

Answer: C, D

Question: 11

Where are General Ledger accounts for Payroll transactions pulled?

- A - Employee Maintenance
- B - The Class assigned to the Employee
- C - Payroll Posting Accounts Setup
- D - Posting Accounts Setup

Answer: C

Question: 12

What Payroll Setup option should be checked if you want to change month to-date amounts on an employee pay record?

- A - Edit Payroll information
- B - Edit financial fields
- C - Change employee records
- D - Change Payroll information

Answer: B

Question: 13

If you wish to give all employees in your organization a cost of living pay increase, what window could be used to ensure both Payroll and Human Resources will be updated?

- A - Payroll Mass Update
- B - Payroll Pay Code Update
- C - Compensation Management
- D - Reconcile Human Resources

Answer: C

Question: 14

Which of the following tax records allow you to enter an additional withholding amount?

- A - State Tax
- B - Local Tax
- C - Federal Tax
- D - Unemployment Tax

Answer: A, B, C

Question: 15

Which of the following options are available when setting up a deduction record in Payroll?

- A - A deduction can have tiers.
- B - It can be based on one specific pay code.
- C - You can set a maximum lifetime amount for the deduction.
- D - You can specify a W2 box and W2 label for the deduction.

Answer: A, B, C, D

Question: 16

Which of the following is a benefit of activating automatic overtime?

- A - No overtime records would need to be set up for an employee.
- B - Overtime hours would be automatically calculated for a salaried employee.
- C - Activating automatic overtime would automatically record all hours worked as overtime hours

for hourly employees but not for salaried employees.

D - Overtime transactions would be generated when the regular hours required is exceeded on an hourly pay record transaction.

Answer: D

Question: 17

Which of the following modules integrate with Payroll?

- A - General Ledger
- B - Bank Reconciliation
- C - Receivables Management
- D - Sales Order Processing

Answer: A, B

Question: 18

If you want the system to only withhold \$100 per pay period for federal taxes for an employee, what would you need to do?

- A - Enter \$100 in the additional withholding field in Employee Tax Maintenance
- B - Enter \$100 in the estimated withholding field in Employee Tax Maintenance
- C - Enter a flat tax percentage on all of an employee's different pay records for federal withholding
- D - Adjust the number of exemptions or frequency of pay records until you get \$100 in federal taxes withheld

Answer: B

Question: 19

Which of the following pay types can be excluded from gross wages by not checking the Report as wages box?

- A - Holiday
- B - Pension
- C - Commissions
- D - Business Expense

Answer: D

Question: 20

To ensure that salary/wage history shows on Human Resources reports, what needs to be done in the Employee Pay Code Maintenance window?

- A - The employee must be assigned to a class.
- B - The pay code must be based on another pay code.
- C - The Primary Pay Code box needs to be checked for the employee primary pay code.
- D - The employee must have all pay codes assigned to attendance time codes and have a salary matrix assigned to each pay code.

Answer: C

Question: 21

From where do W2 forms pull financial information when printing W2?

- A - Transaction and check history

- B - The year-end wage file created during year-end processing
- C - Pulled only from the employee file unless manual checks have been written
- D - From the employee and related tables that store the year financial information

Answer: B

Question: 22

Which of the following tax liabilities can be posted in Payroll at month or quarter end?

- A - Workers Compensation
- B - SUTA Taxes
- C - State Taxes
- D - Local Taxes

Answer: A, B

Question: 23

Which of the following are automatic pay types and don require a transaction to be included in a Payroll check build?

- A - Hourly
- B - Holiday
- C - Salary
- D - Pension

Answer: C, D

Question: 24

What is the function of the Payroll Gross Up window?

- A - It allows you to calculate an employee gross wages for a monthly period.
- B - It allows you to determine the gross pay amount needed to net a specified bonus for an employee.
- C - It allows you to determine the gross pay amount needed to net a specified dollar amount.
- D - It allows you to determine the net pay amount needed for an employee to qualify for earned income credits.

Answer: C

Question: 25

Where can the Payroll check be formatted?

- A - Payroll Setup
- B - Human Resources
- C - Report Writer
- D - Employee Maintenance

Answer: C

Question: 26

When calculating checks, which of the following must be corrected before you can complete the pay run?

- A - Warnings
- B - Errors

C - Critical Mistakes

D - Warnings and Errors

Answer: B

Question: 27

Which of the following statements are true about advance pay runs?

A - Advances can be made for hourly (pay code) employees.

B - Advances can be made for salary (pay code) employees.

C - Advances can be run at the same time you generate a regular pay run.

D - No taxes, benefits or deductions are calculated on the advance pay run.

Answer: B, D

Question: 28

If a transaction for 8 hours were entered on a vacation pay code based on an employee salary pay code with a frequency of biweekly, how many hours of salary pay would the employee receive?

A - 8 hours

B - 72 hours

C - 80 hours

D - 88 hours

Answer: B

Question: 29

If a transaction for hourly pay dated 5/18 is included in a pay run with a starting date of 5/1 and an ending date of 5/15, what will happen?

A - Payroll will list it as a warning on the Calculate Checks window and will not allow further processing.

B - Payroll will list it as a warning on the Calculate Checks window, but processing can be completed anyway.

C - Payroll will ignore the error and let processing continue, but will list it as an error on the Calculate Checks window.

D - Payroll will consider this a critical error and not let processing continue until the transaction has been corrected.

Answer: B

Question: 30

When information is transferred to the check history and transaction history tables in Payroll?

A - During month-end

B - During quarter-end

C - When check processing is completed

D - After the year-end wage file is created

Answer: C

Question: 31

When defining your orientation checklists, which of the following is true?

- A - Checklist items cannot be reordered once they are saved.
- B - Checklist items cannot be removed once they are saved.
- C - You can add your own checklist items to the orientation checklist.
- D - Pre-defined defaults are available to speed up the setup of orientation checklists.

Answer: C, D

Question: 32

If your company requires regular drug testing of employees, what window could be used to track such tests?

- A - Discipline
- B - Orientation
- C - Injury/Illness
- D - Employee User Defined

Answer: D

Question: 33

When should you use the Skills synchronize button?

- A - If you add skills to a previously defined skill set
- B - If you are removing skills from a previously defined skill set
- C - At the end of every month.
- D - Before each pay run.

Answer: A, B

Question: 34

By assigning an employee to a union in HR what benefits will you experience?

- A - The ability to track union seniority and dues.
- B - The ability to print some union related reports in HR.
- C - A benefit for the union dues will be setup in Payroll automatically.
- D - A deduction for the union dues will be setup in Payroll automatically.

Answer: A, B

Question: 35

The Injury/Illness function allows you to track which of the following?

- A - Physician information
- B - Hospital/Clinic information
- C - Witness and injury circumstances
- D - Workers Compensation Claim information

Answer: A, B, C, D

Question: 36

Which of the following statements are true about the Property function in Human Resources?

- A - Property can be assigned to a specific employee.
- B - Property can be assigned to a Department.
- C - Property can be assigned to an applicant.
- D - A serial number for an item can be tracked.

Answer: A, D

Question: 37

Which of the following is true about the employee transfer function in HP?

- A - There is a limit of one transfer request per employee.
- B - You can enter multiple requests for an employee with different dates.
- C - Transfers requests cannot be deleted; they are kept for record keeping purposes.
- D - Will prompt you when saved, if there is currently an open position, as to whether you want to transfer the employee to the position automatically.

Answer: B

Question: 38

What does the termination window in HR offer?

- A - Discipline information and grievance data
- B - Ability to track costs associated with termination
- C - Ability to record an exit interview in the system
- D - Ability to delete an employee in Payroll

Answer: C

Question: 39

If all the fields in the termination window in Human Resources are completed for an employee, which of the following will occur?

- A - The employee will be inactivated in Payroll.
- B - The employee will be deleted in Payroll and a W2 will be printed.
- C - The Last Day Worked field on the Employee Maintenance window will be updated.
- D - The HR status field on the Employee Human Resource Maintenance window will be changed to "separated" when the termination is effective.

Answer: A, C, D

Question: 40

What skills tool can help you find employees with specific skills?

- A - Skills Search
- B - Skills Query
- C - Skills Drill
- D - Skills Finder

Answer: B

Question: 41

On the Setup Accruals window in Attendance, which of the following accrue by options should be used if all employees receive 40 hrs of sick time at the beginning of each year?

- A - Hr/Yr
- B - Interval
- C - Pay Period
- D - Post Once

Answer: B

Question: 42

Which of the following are required to use the Hire feature for an applicant in Human Resources?

A - An I-9 must exist for the applicant.

B - An offer must be entered in Human Resources.

C - An employee ID must be entered on the Hire window.

D - A vacancy and requisition must exist for the position for which they are hired.

Answer: C

Question: 43

How many applications can be entered into the system for an applicant?

A - 1

B - 2

C - 3

D - Unlimited

Answer: D

Question: 44

Which of the following is true about the applicant hire process in Human Resources?

A - The applicant is added to the Employee file.

B - The applicant is deleted from the applicant file.

C - An employee ID must be entered when you hire the applicant.

D - Some information about the applicant is transferred to an employee record.

Answer: A, C, D

Question: 45

Which of the following statuses can an applicant have to be hired using the Hire function?

A - Active

B - Waiting

C - Open

D - Inactive

Answer: A, C

Question: 46

If a user creates a time code for sick time with pay in Attendance, what time type should be assigned to the time code?

A - Benefit

B - Absent

C - Hourly

D - Miscellaneous

Answer: A

Question: 47

When linking time codes in Attendance to pay codes in Payroll, which of the following statements is true?

- A - An "absent" time code should not be linked to a pay code.
- B - Time codes are linked to pay codes for W-2 processing.
- C - Time codes and pay codes are for information only.
- D - Time codes and pay codes with the same ID will be automatically be linked.

Answer: A

Question: 48

If Enable Direct Link to Vacation is checked in Attendance Setup, how does this affect the Absence Entry function in the Vacation Calendar?

- A - The Absence Entry button will open the HR Attendance Transaction window.
- B - The Absence Entry button will send an email to the employee confirming vacation dates.
- C - Vacation will be auto accrued whenever an attendance transaction is entered in HR.
- D - A payroll vacation transaction will be created.

Answer: A

Question: 49

Which of the following are true about requisitions in Human Resources?

- A - Costs can be recorded
- B - Requisitions are required to be entered for each individual position
- C - Requisitions are optional
- D - All requisitions must be filled before year end processing.

Answer: A, C

Question: 50

When pay periods are set up in Attendance, how many years need to be set up to avoid problems?

- A - 0
- B - 1
- C - 2
- D - 5

Answer: C

Question: 51

Which of the following are true about setting up Health Insurance plans in Human Resources?

- A - A COBRA premium can be tracked.
- B - A waiting period can be specified before an employee becomes eligible.
- C - A copay code could be attached for prescription drugs.
- D - Contributions to pay for the plan can come from the employee and employer.

Answer: A, B, C, D

Question: 52

If a 401K retirement plan is set up in Human Resources, and the employer match percent is 50%, what would be the deduction and benefit percentage amounts in Payroll if the employee contributed 4%?

- A - 4% deduction and no benefit
- B - 4% deduction and 2% benefit
- C - 100% deduction and 50% benefit
- D - 100% deduction and 2% benefit

Answer: B

Question: 53

Human Resources supports which of the following premium methods for Life Insurance?

- A - Fixed Amounts only
- B - Fixed Amounts and Variable Amounts
- C - Fixed Amounts and Age Based
- D - Variable Amounts and Age Based

Answer: C

Question: 54

If Employee filters are being used on the HR Preferences screen, which of the following is true if a user has been granted access only to the Sales department?

- A - The user will be able to access employees in the sales department in both HR and Payroll.
- B - The user will be able to access all employees in HR screens, but only sales department employees in Payroll.
- C - The user will be able to access all employees in Payroll, but only Sales Department employees in HR screens.
- D - The user cannot have a filter set up for an individual department filters can only be assigned by divisions in a company.

Answer: C

Question: 55

Which organizational level can have To-Do entries assigned?

- A - Company
- B - Department
- C - Division
- D - Position

Answer: A

Question: 56

Which of the following is true about your employee benefits, such as health coverage, when you are setting up Payroll and Human Resources?

- A - Benefits should be set up in Payroll and not in HR.
- B - Benefits should be set up in Payroll and then the corresponding codes in HR.
- C - Benefits should be set up in HR and then the corresponding codes in Payroll.
- D - If the Payroll view box is checked for the user, they will be prompted to set up the corresponding codes in Payroll after entering a benefit in HR.

Answer: C, D

Question: 57

The adjusted hire date can be used for which of the following?

- A - To calculate Benefit eligibility
- B - To calculate Attendance accruals
- C - To pro-rate salary
- D - To determine Length of service

Answer: A, B, D

Question: 58

When enrolling employees in benefits in Human Resources, which of the following statements are true about the process?

- A - The deduction for the benefit in Payroll must be set up during the enrollment process.
- B - The deduction and benefit portions in Payroll, if applicable, can be set up later or by another user.
- C - The HR user will be unable to create an employee deduction or benefit records in Payroll when enrolling an employee in HR.
- D - The HR user will need access to the Payroll view in order to complete the integration of the deduction and benefit in Payroll.

Answer: B, D

Question: 59

What does a red exclamation mark mean next to a to-do list item?

- A - The item is very important.
- B - The item has been entered today.
- C - The item has been rolled forward as opposed to a new entry for the day.
- D - The item is a new item that day, is important, and cannot be deleted until it is completed.

Answer: C

Question: 60

Which of the following statements are true about salary matrixes?

- A - Salary matrixes are optional.
- B - Salary matrixes are required for each pay code.
- C - Salary matrixes will not allow you to save pay rates outside the maximum rate specified.
- D - If a salary matrix is assigned to a pay code, the system will warn you when you are outside the matrix standards with a message.

Answer: A, D

Question: 61

If you wish to give all employees in your organization a cost of living pay increase, what window could be used to ensure both Payroll and Human Resources will be updated?

- A - Payroll Mass Update
- B - Payroll Pay Code Update
- C - Compensation Management
- D - Reconcile Human Resources

Answer: C

Question: 62

If you want the system to only withhold \$100 per pay period for federal taxes for an employee, what would you need to do?

- A - Enter \$100 in the additional withholding field in Employee Tax Maintenance
- B - Enter \$100 in the estimated withholding field in Employee Tax Maintenance
- C - Enter a flat tax percentage on all of an employee's different pay records for federal withholding
- D - Adjust the number of exemptions or frequency of pay records until you get \$100 in federal taxes withheld

Answer: B

Question: 63

What Payroll Setup option should be checked if you want to change month-to-date amounts on an employee pay record?

- A - Edit Payroll information
- B - Edit financial fields
- C - Change employee records
- D - Change Payroll information

Answer: B

Question: 64

How is a post-dated pay rate activated?

- A - A post-dated pay rate is automatically activated on the effective date.
- B - A post-dated pay rate is activated when the user date is set to the effective date for the pay code.
- C - A post-dated pay rate is activated when the pay code is activated in the Activate Employee Post-Dated Pay Rates window.
- D - A post-dated pay rate is activated automatically when building checks for a pay period that includes the effective date.

Answer: C

Question: 65

When setting up employees, which of the following statements are true?

- A - An employee can have multiple pay records assigned to them.
- B - An employee can be assigned to multiple classes during the setup process.
- C - An employee can accrue vacation and sick hours differently from other employees.
- D - An employee needs to be assigned to a class if Human Resources are not being used.

Answer: A, C

Question: 66

To ensure that salary/wage history shows on Human Resources reports, what needs to be done in the Employee Pay Code Maintenance window?

- A - The employee must be assigned to a class.
- B - The pay code must be based on another pay code.
- C - The Primary Pay Code box needs to be checked for the employee primary pay code.
- D - The employee must have all pay codes assigned to attendance time codes and have a salary matrix assigned to each pay code.

Answer: C

Question: 67

Which of the following is a benefit of activating automatic overtime?

- A - No overtime records would need to be set up for an employee.
- B - Overtime hours would be automatically calculated for a salaried employee.
- C - Activating automatic overtime would automatically record all hours worked as overtime hours for hourly employees but not for salaried employees.
- D - Overtime transactions would be generated when the regular hours required is exceeded on an hourly pay record transaction.

Answer: D

Question: 68

Why would the Vac/Sick button for an employee on the Employee Maintenance screen be dimmed?

- A - You marked no to accrue vacation and sick time in Payroll Setup.
- B - You marked no to accrue vacation and sick time on the employee.
- C - You marked to accrue from Attendance in the Attendance Setup screen.
- D - The Vac/Sick button will only be dimmed if the employee has no vacation or sick hours available to use.

Answer: C

Question: 69

Which of the following pay codes need to be based on another pay code?

- A - Commission
- B - Vacation
- C - Holiday
- D - Overtime

Answer: B, C, D

Question: 70

Where are General Ledger accounts for Payroll transactions pulled?

- A - Employee Maintenance
- B - The Class assigned to the Employee
- C - Payroll Posting Accounts Setup
- D - Posting Accounts Setup

Answer: C

Question: 71

Which of the following can be done in Mass Transaction Entry?

- A - Record a standard holiday bonus transaction for all employees
- B - Change hourly pay rates for employees in a specified department
- C - Record 8 hours of holiday pay for all your hourly employees
- D - Record an hourly transaction for all hourly employees in a pay period where they have all worked 40 hours

Answer: A, C, D

Question: 72

Which of the following can you enter a transaction for in Payroll Transaction Entry?

- A - Benefit
- B - Pay Code
- C - Deduction
- D - Workers Compensation Liability

Answer: A, B, C

Question: 73

Which of the following tax liabilities can be posted in Payroll at month or quarter end?

- A - Workers Compensation
- B - SUTA Taxes
- C - State Taxes
- D - Local Taxes

Answer: A, B

Question: 74

Which of the following are automatic pay types and don't require a transaction to be included in a Payroll check build?

- A - Hourly
- B - Holiday
- C - Salary
- D - Pension

Answer: C, D

Question: 75

From where do W2 forms pull financial information when printing W2?

- A - Transaction and check history
- B - The year-end wage file created during year-end processing
- C - Pulled only from the employee file unless manual checks have been written
- D - From the employee and related tables that store the year financial information

Answer: B

Question: 76

When information is transferred to the check history and transaction history tables in Payroll?

- A - During month-end
- B - During quarter-end
- C - When check processing is completed
- D - After the year-end wage file is created

Answer: C

Question: 77

The adjusted hire date can be used for which of the following?

- A - To calculate Benefit eligibility
- B - To calculate Attendance accruals
- C - To pro-rate salary

D - To determine Length of service

Answer: A, B, D

Question: 78

What should be done if you want to correct the number of hours on a transaction for an employee that you notice when calculating checks?

- A - Delete the employee from the check run
- B - Go directly to Transaction Entry and make the correction on the transaction
- C - Finish check processing and then void that check, then make the correction on the transaction
- D - Go back to Build Checks and select the build and choose Remove, then make the correction on the transaction

Answer: D

Question: 79

Where can the Payroll check be formatted?

- A - Payroll Setup
- B - Human Resources
- C - Report Writer
- D - Employee Maintenance

Answer: C

Question: 80

In manual checks, how are taxes calculated?

- A - They are calculated by using flat tax rates entered on pay records.
- B - They are calculated automatically by using tax tables installed.
- C - No taxes can be withheld on a manual check in Payroll.
- D - Tax amounts are entered manually by the data entry person.

Answer: D

Question: 81

When should you use the Skills synchronize button?

- A - If you add skills to a previously defined skill set
- B - If you are removing skills from a previously defined skill set
- C - At the end of every month.
- D - Before each pay run.

Answer: A, B

Question: 82

What does the termination window in HR offer?

- A - Discipline information and grievance data
- B - Ability to track costs associated with termination
- C - Ability to record an exit interview in the system
- D - Ability to delete an employee in Payroll

Answer: C

Question: 83

If your company requires regular drug testing of employees, what window could be used to track such tests?

- A - Discipline
- B - Orientation
- C - Injury/Illness
- D - Employee User Defined

Answer: D

Question: 84

When performing training batch sign ups, which of the following can you do?

- A - You can sign up a group of applicants for a course or class.
- B - You can sign up a group of employees by position for a course or class.
- C - You can sign up all employees for a specific class or course.
- D - You can sign up a specific department of employees for a class or course.

Answer: B, C, D

Question: 85

Which of the following information will transfer from the applicant function to the employee if it is set up during the applicant process?

- A - Skills
- B - Tests
- C - Pay Codes
- D - Demographic information

Answer: A, B, D

Question: 86

What skills tool can help you find employees with specific skills?

- A - Skills Search
- B - Skills Query
- C - Skills Drill
- D - Skills Finder

Answer: B

Question: 87

Which of the following statements are true about the Property function in Human Resources?

- A - Property can be assigned to a specific employee.
- B - Property can be assigned to a Department.
- C - Property can be assigned to an applicant.
- D - A serial number for an item can be tracked.

Answer: A, D

Question: 88

Which Human Resources function allows you to generate a Payroll notification sheet for an employee?

- A - I-9
- B - Orientation
- C - Skills
- D - Training

Answer: B

Question: 89

Which of the following are true about the Review feature in Human Resources?

- A - Reviews are required.
- B - If you wish, the next review date can be posted to the To-do List.
- C - The next review date can be based on an employee adjusted hire date.
- D - Review Categories can use a Word or Number "scale."

Answer: B, C, D

Question: 90

When defining your orientation checklists, which of the following is true?

- A - Checklist items cannot be reordered once they are saved.
- B - Checklist items cannot be removed once they are saved.
- C - You can add your own checklist items to the orientation checklist.
- D - Pre-defined defaults are available to speed up the setup of orientation checklists.

Answer: C, D

Question: 91

How many applications can be entered into the system for an applicant?

- A - 1
- B - 2
- C - 3
- D - Unlimited

Answer: D

Question: 92

If Enable Direct Link to Vacation is checked in Attendance Setup, how does this affect the Absence Entry function in the Vacation Calendar?

- A - The Absence Entry button will open the HR Attendance Transaction window.
- B - The Absence Entry button will send an email to the employee confirming vacation dates.
- C - Vacation will be auto accrued whenever an attendance transaction is entered in HR.
- D - A payroll vacation transaction will be created.

Answer: A

Question: 93

Which of the following are required to use the Hire feature for an applicant in Human Resources?

- A - An I-9 must exist for the applicant.
- B - An offer must be entered in Human Resources.
- C - An employee ID must be entered on the Hire window.
- D - A vacancy and requisition must exist for the position for which they are hired.

Answer: C

Question: 94

Which of the following statements are true about Attendance?

- A - Attendance is optional to use for Payroll transactions.
- B - Attendance can be used as a “stand alone” TM system independent from Payroll.
- C - Attendance has to be used for Payroll transactions if Human Resources are loaded.
- D - If Attendance is being used, Payroll Mass Transaction Entry is disabled.

Answer: A, B

Question: 95

In the Attendance Transaction Transfer window, what does the checkbox indicate next to a transaction?

- A - The transaction needs to be posted.
- B - The transaction has been previously posted.
- C - The transaction has been voided.
- D - The transaction has been marked for posting.

Answer: B

Question: 96

When pay periods are set up in Attendance, how many years need to be set up to avoid problems?

- A - 0
- B - 1
- C - 2
- D - 5

Answer: C

Question: 97

If a user creates a time code for sick time with pay in Attendance, what time type should be assigned to the time code?

- A - Benefit
- B - Absent
- C - Hourly
- D - Miscellaneous

Answer: A

Question: 98

If an applicant is hired, which of the following information will the system transfer to their employee record?

- A - Skills
- B - Education
- C - Interviews
- D - Applicant User Defined information

Answer: A, B

Question: 99

If a user creates a time code for sick time without pay in Attendance, what time type should be assigned to the time code?

- A - Benefit
- B - Absent
- C - Hourly
- D - Miscellaneous

Answer: B

Question: 100

On the Setup Accruals window in Attendance, which of the following accrue By options should be used if all employees receive 40 hrs of sick time at the beginning of each year?

- A - Hr/Yr
- B - Interval
- C - Pay Period
- D - Post Once

Answer: B

Question: 101

What does a red exclamation mark mean next to a to-do list item?

- A - The item is very important.
- B - The item has been entered today.
- C - The item has been rolled forward as opposed to a new entry for the day.
- D - The item is a new item that day, is important, and cannot be deleted until it is completed.

Answer: C

Question: 102

The adjusted hire date can be used for which of the following?

- A - To calculate Benefit eligibility
- B - To calculate Attendance accruals
- C - To pro-rate salary
- D - To determine Length of service

Answer: A, B, D

Question: 103

Which of the following organizational setups allow you to track 25 extra fields?

- A - Company
- B - Employee
- C - Position
- D - Dependents

Answer: A, B, C

Question: 104

When enrolling employees in benefits in Human Resources, which of the following statements are true about the process?

- A - The deduction for the benefit in Payroll must be set up during the enrollment process.
- B - The deduction and benefit portions in Payroll, if applicable, can be set up later or by another user.
- C - The HR user will be unable to create an employee deduction or benefit records in Payroll when enrolling an employee in HR.
- D - The HR user will need access to the Payroll view in order to complete the integration of the deduction and benefit in Payroll.

Answer: B, D

Question: 105

Which of the following statements are true about salary matrixes?

- A - Salary matrixes are optional.
- B - Salary matrixes are required for each pay code.
- C - Salary matrixes will not allow you to save pay rates outside the maximum rate specified.
- D - If a salary matrix is assigned to a pay code, the system will warn you when you are outside the matrix standards with a message.

Answer: A, D

Question: 106

Which organizational level can have To-Do entries assigned?

- A - Company
- B - Department
- C - Division
- D - Position

Answer: A

Question: 107

Which of the following is true about your employee benefits, such as health coverage, when you are setting up Payroll and Human Resources?

- A - Benefits should be set up in Payroll and not in HR.
- B - Benefits should be set up in Payroll and then the corresponding codes in HR.
- C - Benefits should be set up in HR and then the corresponding codes in Payroll.
- D - If the Payroll view box is checked for the user, they will be prompted to set up the corresponding codes in Payroll after entering a benefit in HR.

Answer: C, D

Question: 108

Which of the following are true about setting up Health Insurance plans in Human Resources?

- A - A COBRA premium can be tracked.
- B - A waiting period can be specified before an employee becomes eligible.
- C - A copay code could be attached for prescription drugs.
- D - Contributions to pay for the plan can come from the employee and employer.

Answer: A, B, C, D

Question: 109

If Employee filters are being used on the HR Preferences screen, which of the following is true if a user has been granted access only to the Sales department?

- A - The user will be able to access employees in the sales department in both HR and Payroll.
- B - The user will be able to access all employees in HR screens, but only sales department employees in Payroll.
- C - The user will be able to access all employees in Payroll, but only Sales Department employees in HR screens.
- D - The user cannot have a filter set up for an individual department; filters can only be assigned by divisions in a company.

Answer: C

Question: 110

What procedure(s) should be run if Payroll was set up prior to purchasing Human Resources to ensure the HR benefit information will be updated?

- A - Shrink and verify
- B - Reconcile
- C - Year end closing in Payroll and HR
- D - This will happen automatically as soon as HR is loaded

Answer: B

Question: 111

Which of the following pay codes need to be based on another pay code?

- A - Commission
- B - Vacation
- C - Holiday
- D - Overtime

Answer: B, C, D

Question: 112

Which of the following is a benefit of activating automatic overtime?

- A - No overtime records would need to be set up for an employee.
- B - Overtime hours would be automatically calculated for a salaried employee.
- C - Activating automatic overtime would automatically record all hours worked as overtime hours for hourly employees but not for salaried employees.
- D - Overtime transactions would be generated when the regular hours required is exceeded on an hourly pay record transaction.

Answer: D

Question: 113

Which of the following tax records allow you to enter an additional withholding amount?

- A - State Tax
- B - Local Tax
- C - Federal Tax
- D - Unemployment Tax

Answer: A, B, C

Question: 114

Why would the Vac/Sick button for an employee on the Employee Maintenance screen be

dimmed?

- A - You marked no to accrue vacation and sick time in Payroll Setup.
- B - You marked no to accrue vacation and sick time on the employee.
- C - You marked to accrue from Attendance in the Attendance Setup screen.
- D - The Vac/Sick button will only be dimmed if the employee has no vacation or sick hours available to use.

Answer: C

Question: 115

Where are General Ledger accounts for Payroll transactions pulled?

- A - Employee Maintenance
- B - The Class assigned to the Employee
- C - Payroll Posting Accounts Setup
- D - Posting Accounts Setup

Answer: C

Question: 116

When setting up employees, which of the following statements are true?

- A - An employee can have multiple pay records assigned to them.
- B - An employee can be assigned to multiple classes during the setup process.
- C - An employee can accrue vacation and sick hours differently from other employees.
- D - An employee needs to be assigned to a class if Human Resources is not being used.

Answer: A, C

Question: 117

To ensure that salary/wage history shows on Human Resources reports, what needs to be done in the Employee Pay Code Maintenance window?

- A - The employee must be assigned to a class.
- B - The pay code must be based on another pay code.
- C - The Primary Pay Code box needs to be checked for the employee primary pay code.
- D - The employee must have all pay codes assigned to attendance time codes and have a salary matrix assigned to each pay code.

Answer: C

Question: 118

If you wish to give all employees in your organization a cost of living pay increase, what window could be used to ensure both Payroll and Human Resources will be updated?

- A - Payroll Mass Update
- B - Payroll Pay Code Update
- C - Compensation Management
- D - Reconcile Human Resources

Answer: C

Question: 119

How is a post-dated pay rate activated?

- A - A post-dated pay rate is automatically activated on the effective date.
- B - A post-dated pay rate is activated when the user date is set to the effective date for the pay code.
- C - A post-dated pay rate is activated when the pay code is activated in the Activate Employee Post-Dated Pay Rates window.
- D - A post-dated pay rate is activated automatically when building checks for a pay period that includes the effective date.

Answer: C

Question: 120

Which of the following modules integrate with Payroll?

- A - General Ledger
- B - Bank Reconciliation
- C - Receivables Management
- D - Sales Order Processing

Answer: A, B

Question: 121

Which of the following are automatic pay types and don require a transaction to be included in a Payroll check build?

- A - Hourly
- B - Holiday
- C - Salary
- D - Pension

Answer: C, D

Question: 122

Which of the following are requirements for voiding a Payroll check?

- A - Check and transaction history must be kept.
- B - The employee must be inactivated temporarily.
- C - The check must be in the current month/period.
- D - The check can be reconciled in the Bank Reconciliation module.

Answer: A, D

Question: 123

From where do W2 forms pull financial information when printing W2?

- A - Transaction and check history
- B - The year-end wage tile created during year-end processing
- C - Pulled only from the employee file unless manual checks have been written
- D - From the employee and related tables that store the year financial information

Answer: B

Question: 124

The adjusted hire date can be used for which of the following?

- A - To calculate Benefit eligibility
- B - To calculate Attendance accruals
- C - To pro-rate salary

D - To determine Length of service

Answer: A, B, D

Question: 125

What should be done if you want to correct the number of hours on a transaction for an employee that you notice when calculating checks?

- A - Delete the employee from the check run
- B - Go directly to Transaction Entry and make the correction on the transaction
- C - Finish check processing and then void that check, then make the correction on the transaction
- D - Go back to Build Checks and select the build and choose Remove, then make the correction on the transaction

Answer: D

Question: 126

If a transaction for 8 hours were entered on a vacation pay code based on an employee salary pay code with a frequency of biweekly, how many hours of salary pay would the employee receive?

- A - 8 hours
- B - 72 hours
- C - 80 hours
- D - 88 hours

Answer: B

Question: 127

What is the function of the Payroll Gross Up window?

- A - It allows you to calculate an employee gross wages for a monthly period.
- B - It allows you to determine the gross pay amount needed to net a specified bonus for an employee.
- C - It allows you to determine the gross pay amount needed to net a specified dollar amount.
- D - It allows you to determine the net pay amount needed for an employee to qualify for earned income credits.

Answer: C

Question: 128

Which of the following statements are true about advance pay runs?

- A - Advances can be made for hourly (pay code) employees.
- B - Advances can be made for salary (pay code) employees.
- C - Advances can be run at the same time you generate a regular pay run.
- D - No taxes, benefits or deductions are calculated on the advance pay run.

Answer: B, D

Question: 129

Which of the following can you enter a transaction for in Payroll Transaction Entry?

- A - Benefit
- B - Pay Code
- C - Deduction

D - Workers Compensation Liability

Answer: A, B, C

Question: 130

When calculating checks, which of the following must be corrected before you can complete the pay run?

- A - Warnings
- B - Errors
- C - Critical Mistakes
- D - Warnings and Errors

Answer: B

Question: 131

Which of the following are true about the Review feature in Human Resources?

- A - Reviews are required.
- B - If you wish, the next review date can be posted to the To-do List.
- C - The next review date can be based on an employee adjusted hire date.
- D - Review Categories can use a Word or Number "scale."

Answer: B, C, D

Question: 132

Which of the following statements are true about the Property function in Human Resources?

- A - Property can be assigned to a specific employee.
- B - Property can be assigned to a Department.
- C - Property can be assigned to an applicant.
- D - A serial number for an item can be tracked.

Answer: A, D

Question: 133

By assigning an employee to a union in HR what benefits will you experience?

- A - The ability to track union seniority and dues.
- B - The ability to print some union related reports in HR.
- C - A benefit for the union dues will be setup in Payroll automatically.
- D - A deduction for the union dues will be setup in Payroll automatically.

Answer: A, B

Question: 134

Which Human Resources function allows you to generate a Payroll notification sheet for an employee?

- A - I-9
- B - Orientation
- C - Skills
- D - Training

Answer: B

Question: 135

When defining your orientation checklists, which of the following is true?

- A - Checklist items cannot be reordered once they are saved.
- B - Checklist items cannot be removed once they are saved.
- C - You can add your own checklist items to the orientation checklist.
- D - Pre-defined defaults are available to speed up the setup of orientation checklists.

Answer: C, D

Question: 136

Which of the following information will transfer from the applicant function to the employee if it is set up during the applicant process?

- A - Skills
- B - Tests
- C - Pay Codes
- D - Demographic information

Answer: A, B, D

Question: 137

What skills tool can help you find employees with specific skills?

- A - Skills Search
- B - Skills Query
- C - Skills Drill
- D - Skills Finder

Answer: B

Question: 138

When should you use the Skills synchronize button?

- A - If you add skills to a previously defined skill set
- B - If you are removing skills from a previously defined skill set
- C - At the end of every month.
- D - Before each pay run.

Answer: A, B

Question: 139

When performing training batch sign ups, which of the following can you do?

- A - You can sign up a group of applicants for a course or class.
- B - You can sign up a group of employees by position for a course or class.
- C - You can sign up all employees for a specific class or course.
- D - You can sign up a specific department of employees for a class or course.

Answer: B, C, D

Question: 140

Which of the following is true about the employee transfer function in HR?

- A - There is a limit of one transfer request per employee.
- B - You can enter multiple requests for an employee with different dates.
- C - Transfers requests cannot be deleted; they are kept for record keeping purposes.

D - Will prompt you when saved, if there is currently an open position, as to whether you want to transfer the employee to the position automatically.

Answer: B

Question: 141

If a user creates a time code for sick time without pay in Attendance, what time type should be assigned to the time code?

- A - Benefit
- B - Absent
- C - Hourly
- D - Miscellaneous

Answer: B

Question: 142

If a user creates a time code for sick time with pay in Attendance, what time type should be assigned to the time code?

- A - Benefit
- B - Absent
- C - Hourly
- D - Miscellaneous

Answer: A

Question: 143

Which of the following is true about the applicant hire process in Human Resources?

- A - The applicant is added to the Employee file.
- B - The applicant is deleted from the applicant file.
- C - An employee ID must be entered when you hire the applicant.
- D - Some information about the applicant is transferred to an employee record.

Answer: A, C, D

Question: 144

If an applicant is hired, which of the following information will the system transfer to their employee record?

- A - Skills
- B - Education
- C - Interviews
- D - Applicant User Defined information

Answer: A, B

Question: 145

On the Setup Accruals window in Attendance, which of the following accrue By options should be used if all employees receive 40 hrs of sick time at the beginning of each year?

- A - Hr/Yr
- B - Interval
- C - Pay Period
- D - Post Once

Answer: B

Question: 146

In the Attendance Transaction Transfer window, what does the checkbox indicate next to a transaction?

- A - The transaction needs to be posted.
- B - The transaction has been previously posted.
- C - The transaction has been voided.
- D - The transaction has been marked for posting.

Answer: B

Question: 147

When pay periods are set up in Attendance, how many years need to be set up to avoid problems?

- A - 0
- B - 1
- C - 2
- D - 5

Answer: C

Question: 148

How many applications can be entered into the system for an applicant?

- A - 1
- B - 2
- C - 3
- D - Unlimited

Answer: D

Question: 149

Which of the following statements are true about Attendance?

- A - Attendance is optional to use for Payroll transactions.
- B - Attendance can be used as a “stand alone” system independent from Payroll.
- C - Attendance has to be used for Payroll transactions if Human Resources are loaded.
- D - If Attendance is being used, Payroll Mass Transaction Entry is disabled.

Answer: A, B

Question: 150

When linking time codes in Attendance to pay codes in Payroll, which of the following statements is true?

- A - An “absent” time code should not be linked to a pay code.
- B - Time codes are linked to pay codes for W-2 processing.
- C - Time codes and pay codes are for information only.
- D - Time codes and pay codes with the same ID will be automatically be linked.

Answer: A