Payroll Applicant Screening Sample Test

Tier 1 - Entry Level

Tier Overview

For candidates with little to no payroll experience. Covers basic payroll terms, simple calculations, and foundational knowledge.

Sample Questions

1. **Multiple Choice:** Which federal form is commonly used by an employee to provide withholding information for payroll purposes?
   A. Form W-4 B. Form W-2 C. Form 941 D. Form I-9
2. **True/False:** Gross pay is the amount an employee earns before taxes and other deductions are withheld.
3. **Calculated:** An employee works 20 hours at $18.00 per hour. What is the gross pay before taxes and deductions?
4. **Short Answer:** In one sentence, explain the difference between gross pay and net pay.
5. **Multiple Choice:** Which of the following is a voluntary payroll deduction?
   A. Child support garnishment B. 401(k) deduction C. Federal income tax D. Social Security tax
6. **Short Answer:** Why is it important to confirm an employee's pay rate before processing payroll?

Answer Key Snippet: 1-A | 2-True | 3-$360.00 | 5-B

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