Payroll Applicant Screening Sample Test

Tier 5 - Management

Tier Overview

For payroll supervisors and managers responsible for oversight, compliance strategy, internal controls, and team leadership.

Sample Questions

1. **Multiple Choice:** What is the primary purpose of internal controls in a payroll department?
   A. Speed only B. Error prevention, oversight, and risk reduction C. Reducing employee questions D. Avoiding reconciliations
2. **True/False:** Separating payroll preparation, approval, and transmission responsibilities can reduce the risk of fraud and undetected errors.
3. **Short Answer:** What should a payroll manager review when implementing a new payroll process that affects employees in multiple states?
4. **Short Answer:** How can a payroll manager reduce the risk of repeated payroll errors across a team?
5. **Multiple Choice:** A documented payroll calendar and approval deadline process primarily helps with:
   A. Consistency and accountability B. Eliminating all tax notices C. Replacing internal controls D. Avoiding manager review
6. **Short Answer:** If a payroll audit finds recurring setup errors, what is the most effective first management response?

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

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