

# Certified Payroll Professional Practice Test

## Payroll Concept Workers Status -

Form SS8 is the IRS determination of EE or IC status. Reasonal Basis Test aka Safe Harbor Rules Sec 530-Alls ee to be treated like a IC for specific reasons such as a court order, IRS audit results, Attorney or CPA advisement, or long standing industry standard for that job role.

Common Law Test- see chart for example EE is required to comply with ER instructions about when where and how to work. IC sets own hours determines own sequence of work. Form W9 request from ER on IC to supply FEIN or SSN with Company Name. Backup Withholding-

Some IC are required to withhold 24% of earnings this is reported on Form 945. Statutory ees- not ees under the common law test but are treated like ees for tax purposes. Ex. Agent or commission drivers, Full time life insurance sales people, home workers, and travelling salespersons. Statutory Non-EEs- Qualify as ees nder common law test, but they are treated as IC. No taxes w/h from pay. Ex: Real Estate agents, direct sellers. Income must be directly related to sales. Income reported on 1099 Box 7 Non-EE comp.

## FLSA -

FLSA - Sets min. wage, requires record keeping, places restrictions on types of work minors can do. It DOES NOT govern vacation, sick, jury duty, holiday, lunch breaks. Freq of pay or restrictions on hours required to work. This area is handled by state law. Federal Min Wage = 7.25 hour. OT HOURS-- everything over 40 hours in the work week. Exempt ees must be paid at least \$455 a week salary or fee basis. Primary duties must consist of performing non manual or office work related to the general business operations. OR Permitting work that is directly related to academic instruction. Tips- 2.13/HR hourly rate and tips must meet min wage requirement in fed/state. Must also receive \$30 in tips per month. TIP CREDIT- 5.12 allowed credit by the employer when tips are at least 5.12/hr. REG RATE OF PAY- calculation is Reg rate of pay=total reg pay divided by # of hours worked. Fluctuating Work Week- Change of schedule based on business need. ok as long as ees are paid for OT. Fixed wkly salary is high enough that they dont fall below min wage. Comp Time Private Sector- Allowed as long as the time off is in the same pay period. 1 1/2 hours given for ever hour of OT worked. State and/or Gov workers can have the comp time rather than OT pay if; the EE agrees to it, ees are given reasonable time to use it, Can accumulate 240 hours of comp time OR 160 hours of OT. Above must be paid. As for public safety ees, they can have a max comp time of 480 and 320 OT hrs comp. CHANGING WORK WEEK- Is whn the workweek changes from M-SUN to SUN-SAT. OT is paid on the greater of the 2. WHITE COLLAR are: administrative, executives, professionals, learned professionals, creative professionals, computer professionals, outside sales. WORK WEEK- determines the 7 consecutive 24 hour period and when OT is calculated. COMPENSABLE TIME- Non Ex. ees must be paid for all time worked. Meal periods= non paid, rest periods-paid On call Time- all on call hours must be paid unless they just need to be in the area. Sleep time must supply place and 8 hour window and get paid for it. Waiting time- engaged to be waiting is paid. Waiting to be engaged is not paid. ROUNDING HOURS- ee time can be rounded to the nearest 10th or quarter of an hour. 8/80 RULE- healthcare rule for working 14 day periods. OT for anything over 8 hour day OR over 80hrs in the 14 day cycle. Highest pay wins. EFFECT OF TIP PAY ON CREDIT- See chart on 1-38. CHILD LABOR- minors under 18 CAN NOT work

# Sample Certified Payroll Professional Test

**Siddappa N.Byrareddy**



## **Sample Certified Payroll Professional Test:**

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manage payroll functions with the maximum efficiency and within compliance requirements It will demonstrate the optimal methods for the basic functions of payroll through to year end and management Proposed chapters include Part One Basic Functions of the Payroll Department 1 Time Records 2 Form W 4 3 New Hires 4 Errors and Corrections 5 Tax Deposits and Reporting 6 Garnishments Part Two Staffing the Payroll Department 7 Creating a First Rate Payroll Department 8 Managing the Staff 9 Staff Motivation and Morale 10 Working with Human Resources and other Departments Part Three Management Issues 11 Customer Service 12 Fraud 13 Dealing with the Internal Revenue Service 14 Handling Department of Labor Audits 15 Compliance Issues 16 Research Needs Part Four Benefits and the Payroll Department 17 Should Payroll Handle the Company s Benefits 18 Year End and Year Beginning Issues Part Five Payroll Systems 19 Objectives of a Computerized Payroll System 20 Interfacing and Integration 21 Selecting a Computerize Payroll System 22 Controls and Security for the Payroll System 23 Disaster Recover a Must 24 Time and Attendance Systems 25 Employee Self Service Systems Part Six Paying Employees 26 Paper Checks are Still an Option 27 Direct Deposit 28 Paycards Part Seven Year End 29 Start Year End Off With a Memo 30 Year End Teams 31 Check Lists 32 Reconciliation of Payroll at Year End 33 Form W 2 Part Eight Payroll and the New Year 34 Setting Up the Payroll System for the New Year 35 Setting Up the Payroll Department for the New Year Part Nine Professionalism and the Payroll Department 36 What is a CPP 37 Why you should become one 38 Studying for the test 39 Ongoing training 40 Professional organizations      [PayrollOrg Basic Guide to Payroll, 2024](#) Mitchell-George,

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