Fundamental Payroll Certification Practice Test

IRS requires marital status and allowances are obtained from Form W-4

Major Payroll Tasks Compliance with federal, state and local regulations
Timely and accurate issuance of paychecks
Periodic reporting
Record retention
Control and Security

Federal Requirements for a Master File - Employee Data - Name
Address
Gender
Birth date
SSN
Occupation
State where services rendered

Federal Requirements for a Master File - Employment Data - Hire date
Termination date
Payment date
Basic or hourly rate of pay
Additions/deductions from pay
Frequency of payment
Hours worked/ day
Hours worked/ week
Workweek
Straight time hours/ pay
Overtime hours/ pay
Shift premiums

Federal Requirements for a Master File - Tax and Payroll Data -Allowances claimed Marital status

Federal Requirements for a Master File - Both Payroll Period and Calendar Year -Total wages subject to federal, state, and local income taxes Total Wages subject to Social Security tax and Medicare tax Total remuneration

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