**Contestant Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**PAYROLL ACCOUNTING**

(125)

**REGIONAL 2022**

**CONCEPT KNOWLEDGE:**

Multiple Choice (15 @ 2 points each) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (30 points)

**APPLICATION KNOWLEDGE:**

Short Answer (9 @ 2 points each) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (18 points)

Job 1 – Time Card (2 points each) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (26 points)

Job 2 – Pay Conversion (2 points each) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (40 points)

***TOTAL POINTS*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***(114 points)***

**Test Time: 60 minutes**

**GENERAL GUIDELINES:**

***Failure to adhere to any of the following rules will result in disqualification:***

1. Contestant must hand in this test booklet and all printouts if any.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

**EXAM GUIDELINES:**

You have been hired as a Financial Assistant and will be keeping the accounting records for Digital Solutions, located at 700 Morse Road, Suite 201, Columbus, Ohio 43214. Digital Solutions provides accounting and other financial services for clients. You will complete jobs for Digital Solutions’ own accounting records, as well as for clients.

You will have 60 minutes to complete your work. The test is divided into two parts: concept knowledge and application knowledge.

Your name and/or school name should *not* appear on any work you submit for grading. Write your Member ID in the provided space. Staple all pages in order before you turn in your test.

Assumptions to make when taking this assessment:

* Round all percentages to two decimal places unless otherwise indicated.
* Assume all employees earn overtime for any hours worked over 40 hours in a week unless otherwise instructed.
* All calculations regarding time should be rounded to the nearest quarter hour.
* Use 6.2% for Social Security Tax on the first $100,000 in wages.
* Use 1.45% for Medicare Tax for all wages.
* Use 5.4% for State Unemployment Tax and 0.8% ($7,000 ceiling) for Federal Unemployment Tax.
* Assume no employee has accumulated earnings in excess of the social security tax, SUTA, or FUTA base unless otherwise indicated.

**Multiple Choice:** Identify the letter of the choice that *best* completes the statement or answers the question.

1. \_\_\_\_\_\_ is not a required payroll deduction.
2. Federal Withholding
3. Health Insurance
4. Medicare
5. Social Security
6. The total amount earned by all employees for a pay period is called \_\_\_\_\_\_.
7. withholdings
8. net pay
9. payroll
10. salary
11. How many paychecks in a year would an employee receive if he/she is paid bimonthly?
12. 12
13. 24
14. 26
15. 52
16. Which of the following taxes do both the employee and employer pay?
17. Federal Withholding Tax & State Withholding Tax
18. Federal & State Unemployment Taxes
19. Insurance
20. Medicare & Social Security Taxes
21. A separate payroll checking account is needed to \_\_\_\_\_\_.
22. eliminate employee earnings records
23. help reduce the cost of preparing a payroll
24. meet the IRS requirements per the Social Security Administration guidelines
25. protect and control payroll payments
26. The least common pay period is \_\_\_\_\_\_.
27. daily
28. biweekly
29. weekly
30. monthly
31. Employee total earnings are calculated as \_\_\_\_\_\_.
32. regular hours times regular rate, plus overtime hours times overtime rate of pay
33. regular hours times regular rate, plus overtime hours times 1.5 times the overtime rate of pay
34. total hours times total rate of pay
35. total hours times total rate of pay, plus overtime hours plus overtime rate of pay
36. How many hours were worked by an employee who clocked in at 7:45 a.m. and clocked out at 12:45 p.m.?
37. 4 hours and 30 minutes
38. 5 hours
39. 5 hours and 15 minutes
40. 5 hours and 30 minutes
41. What does FICA stand for?
42. Federal Insurance Contributions Act
43. Federal Interest Contributions Act
44. Final Insurance Contributions Act
45. First Insurance Contributions Act
46. If an employee is paid $8.35 per hour and works 41.5 hours this week, what would be the employee’s total regular earnings before overtime?
47. $329.83
48. $334.00
49. $346.53
50. $352.80
51. The federal form used by a payroll clerk to determine the amount of Federal Income Tax to withhold from an employee’s paycheck is called a(n) \_\_\_\_\_\_.
52. 1040
53. I-9
54. W-2
55. W-4
56. Lexi worked 45 hours this week. She is paid $9.00 per hour. How much would Lexi earn in gross pay for the weekly pay period?
57. $67.50
58. $360.00
59. $405.00
60. $427.50
61. Which of the following would you not find in a payroll register?
62. employee number
63. employee name
64. gross pay
65. social security number
66. Net pay is also called \_\_\_\_\_\_.
67. gross earnings
68. gross pay
69. payroll expense
70. take home pay
71. Overtime is paid at what rate?
72. There is no minimum rate
73. 0.5 times the hourly rate
74. 1.5 times the hourly rate
75. 2.0 times the hourly rate

**Short Answer:** Answer the following questions and write the answer on the line provided. (9 @ 2 points each = 18 points)

1. If Tanner is paid biweekly, how many paychecks will he receive in a year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Zac is paid $12.40 per hour. What would Zac’s overtime rate of pay be per hour? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Allison makes local deliveries. She is paid $1.25 for each delivery from Monday – Saturday. She is paid $1.75 for each delivery made on Sunday. What is Allison’s gross pay for the week is she makes 310 local deliveries from Monday-Saturday and 25 deliveries on Sunday? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Charlie works at a local restaurant and is paid biweekly. His annual salary is $65,812. He is paid overtime for any hours worked over 80 in a biweekly pay period. Charlie worked 6 hours of overtime. Calculate the items listed below.
5. Regular salary for biweekly pay period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Overtime rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Overtime pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Gross pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Cherise works as a dental hygienist. She makes $57,000 annually. How much will be withheld for the year for Social Security and Medicare taxes?
10. Social Security Tax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Medicare Tax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job 1: Time Card (13 @ 2 points each = 26 points)**

Use the time card to calculate the regular, overtime, and total earnings for Ellie Jameson. Ellie is allowed an unpaid hour for lunch each day that she works more than 5 hours. She is not docked for any clock in time +/- 6 minutes or less. Ellie’s regular work day is 9 a.m. – 5:30 p.m. Time should be listed as a decimal and not as a fraction.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | EMPLOYEE NO.: 11  NAME: Ellie Jameson  SSN: 578-25-1234 | | | | | WEEK ENDING: November 28, 2021  Hourly Rate: $9.12 | | | |  |
|  | Day | | In | | Out | | | Hours | |  |
|  |  |
|  | Monday | | 9:00 a.m. | | 6:35 p.m. | | |  | |  |
|  | Tuesday | | 8:58 a.m. | | 6:29 p.m. | | |  | |  |
|  | Wednesday | | 8:56 a.m. | | 7:01 p.m. | | |  | |  |
|  | Thursday | | 8:59 a.m. | | 6:34 p.m. | | |  | |  |
|  | Friday | | 9:03 a.m. | | 7:35 p.m. | | |  | |  |
|  |  |  |  |  |  | |  |  |  |  |
|  |  | | Hours | | Rate | | | Earnings | |  |
|  | Regular | |  | |  | | |  | |  |
|  | Overtime | |  | |  | | |  | |  |
|  | Total Hours | |  | | Total Earnings | | |  | |  |
|  |  |  |  |  |  | |  |  |  |  |

**Job 2: Pay Conversion (2 points per answer = 40 points)**

Using the annual salary provided, find the monthly, bimonthly, biweekly, weekly, and hourly wages.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Annual Salary** | **Monthly Salary** | **Bimonthly Salary** | **Biweekly Salary** | **Weekly Salary** | **Hourly Rate** |
| **$101,886.00** |  |  |  |  |  |
| **$52,470.00** |  |  |  |  |  |
| **$74,280.00** |  |  |  |  |  |
| **$42,340.00** |  |  |  |  |  |