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QUESTION 1

For purposes of the FLSA, a payroll register must be retained for a period of not less than how many years?

- A. 5
- B. 3
- C. 4
- D. 2

Correct Answer: B

QUESTION 2

All of the following steps are required when initiating direct deposit for an employee EXCEPT:

- A. pre-notification
- B. getting authorization from the employee
- C. receiving financial institution routing number
- D. receiving employee's bank account number

Correct Answer: A

QUESTION 3

The FLSA requires which of the following records to be retained for three years?

- A. Proof of workers' compensation coverage
- B. Document showing employee's job duties
- C. Daily time records
- D. Employee disciplinary notices

Correct Answer: B

QUESTION 4

The general term that describes the ability for employees to make changes to certain data in their own records within the payroll or HR system is called:

- A. Employee empowerment



- B. Enabled systems
- C. Employee self-service
- D. Extranet

Correct Answer: C

QUESTION 5

Which of the following is tax-free to all employees even if only provided to highly paid employees?

- A. Cafeteria plans
- B. Athletic facilities
- C. 401(k) plans
- D. Transportation fringe benefits

Correct Answer: D

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