

INTERVIEW QUESTIONS PAYROLL COORDINATOR POSITION

Please tell us about yourself and your relevant work experience and educational background.

Why are you interested in this position?

What are the most important attributes that a person should have for this position?

Do you have experience with any computerized payroll system? If so, please describe.

Describe how you would familiarize yourself and learn the procedures performed by each member of the payroll department. Include your thoughts about how you view the role of a payroll coordinator.

From your past experience, describe the payroll processing activities for a typical payday from beginning to end in your work environment and also describe what you believe the role of the supervisor should be in the process.

We have 9 major union contracts each with unique special pay items throughout the year. How will you ensure that everything is paid correctly and on time?

When an employee calls because their check is wrong, what will you do? Now, you have investigated and found that the check IS wrong but they have not yet cashed it, what will you do? Please use a specific example from your past if possible.

How would you deal with an irate employee who calls demanding a check immediately because they thought they should have received it last week? Please use a specific example from your past if possible.

How are additional pay amounts such as stipends or retro pay taxed? How will you deal with an angry employee who is unhappy with the amount of tax withheld from his/her check? The employee is demanding that you allow him to change his exemptions and that you reissue the check.

Each of our buildings has a designated payroll timekeeper who reports the bi-weekly payroll to our department. Timesheets are due on Monday at noon. You notice that 2 buildings have not completed their payroll by the cutoff. What will you do?

We spend considerable time each pay period editing the timesheets submitted by each building to catch any obvious errors. When you find errors, what would you do and what contact, if any, would you have with the person submitting the timesheet? How would you handle situations where you find the same person making the same errors each pay period?

Can you describe the use of IRS forms W-2, W-4 and 941? Have you actually prepared these documents?

Can you explain when you would want to pay an employee through accounts payable rather than payroll?

How do you handle payment of wages for deceased employees? Explain how wages are reported on a W-2 and/or 1099?

Have you had responsibility for making state and federal tax payments? What procedure did you use? Do you have any experience with MPSERS payments?

The school district fiscal year ends on 6/30 each year. However, teachers, for example are paid throughout the summer even though they have earned that pay before the end of June. In which year should we recognize those wages paid after June 30 and what is the accounting term that is used to describe the process of recognizing the wages in the proper year?

Please give some examples of pre-tax and after-tax deductions.

Describe your familiarity with the administration of 403b or 457 plans.

What experience do you have in implementing a new payroll software system? Explain the process that you used for implementation.

What is ORS? Describe what has to happen in payroll with regard to ORS each pay.

Do you have any questions for the committee?