

CALCULATOR TEST (please keep your tape and attach to this test)

*Touch Addition:*

474	471
747	174
774	711
447	177
477	714
414	417
141	117
114	441
441	741
<u>411</u>	<u>777</u>

*Decimals in Addition:*

83.28	6.43
16.75	64.30
49.90	29.05
82.65	.87
34.00	3.28
16.00	17.91
50.00	25.00
91.07	4.67
20.44	80.40
<u>31.16</u>	<u>.09</u>

*Subtraction:*

84.75	4.78	715.00
<u>-23.90</u>	<u>- .93</u>	<u>- 81.97</u>

*Multiplication – Whole Numbers:*

545 X 37 =

86 X 938 =

69 X 23 =

*Multiplication – Rounded Products:*

Round to three decimals

8.15 X 26.2 =

16.38 X 4.97 =

127.00 X 5 =

60.07 X 44.63 =

*Multiplication – Constant Factor:  
Round to two decimals*

$$12.95 \times 12 =$$

$$12.95 \times 63 =$$

$$12.95 \times 8 =$$

$$12.95 \times 27 =$$

$$13 \times 7.625 =$$

$$204 \times 7.625 =$$

$$47 \times 7.625 =$$

*Multiplication – Multifactor:*

$$4.75 \times 3.8 \times .613 =$$

$$53 \times .16 \times .167 =$$

$$.0008 \times 2.34 \times 4.04 =$$

$$473 \times 88 \times 12.13 =$$

*Division:  
Round to two decimals*

$$45.6/12.3 =$$

$$210.4/16.5 =$$

$$91.5/15.25 =$$

$$471/74 =$$

$$2473.8/2.16 =$$

*Division – Constant Divisor:  
Round to two decimals*

$$29.38/6.715 =$$

$$58.17/6.715 =$$

$$294.06/6.715 =$$

$$16.04/.7862 =$$

$$23.51/.7862 =$$

*Finding the Rate Percent:*

Write in the percent – round to one decimal

\$1,860 is what % of \$15,500? \_\_\_\_\_

\$36 is what % of \$300? \_\_\_\_\_

\$13 is what % of \$65? \_\_\_\_\_

\$103.85 is what % of \$670? \_\_\_\_\_

Ruth Jones received a yearly income of \$1,133.60 on an investment of \$17,440. What is her rate of return on this investment? \_\_\_\_\_

The cosmetics department was allocated \$4,020 of the store's institutional advertising expense of \$89,380. What rate percent does this allocation amount to? \_\_\_\_\_

*Amount and Percent of Increase/Decrease:  
Round to one decimal*

Branch	Sales		Amount of Increase or Decrease	Percent of Increase or Decrease
	1982	1983		
A	\$9,300	\$12,555	_____	_____
B	\$12,425	\$10,800	_____	_____
C	\$58,196	\$63,015	_____	_____

*Percent of Increase or Decrease Only:*

Last Year	This Year	Percent of Increase or Decrease
\$875	\$1,050	_____
\$1,460	\$1,241	_____
\$4,520	\$4,972	_____

PAYROLL TEST

*Time Sheet Calculation:*

Calculate total deductions/net amounts due and totals based on the following table:

Gonzales and Sons Weekly Payroll Report September 15-20, 1999							
Employee	Gross Salary	Deductions				Total Deductions	Net Amount Due
		Federal Income Tax Withheld	FICA 7.65%	Retirement	Medical		
Jones, M.	492.50	93.70	33.00	36.93	7.35		
Miller, A.	388.25	57.50	26.01	29.12	7.35		
Smith, A.	515.00	84.80	34.51	38.63	7.35		
<b>TOTALS</b>							

*Examining the Form W-2*

DIRECTIONS: The questions given below are related to Form W-2, Wage and Tax Statement. Some of the questions are based specifically on the form shown at the right; others are general in nature.

CIRCLE "Y" FOR YES AND "N" FOR NO

- |     |   |   |   |
|-----|---|---|---|
| 1.  | Does this Form W-2 show John Arthur's net pay from Johnstone Orchard for the entire year?   | Y | N |
| 2.  | Does the number of John Arthur's dependents affect the amount of FICA tax withheld from his wages?  | Y | N |
| 3.  | Are the amounts withheld from the wages of all employees for income tax the same?   | Y | N |
| 4.  | Does this Form W-2 show the total wages earned during 1977 by Mr. Arthur at Johnstone Orchard?  | Y | N |
| 5.  | In some cases are "Wages, tips and other compensation" and "Total FICA wages" shown as different amounts on an employee's Form W-2?                                 | Y | N |
| 6.  | Does this Form W-2 show the total amount withheld from Mr. Arthur's earnings by Johnstone Orchard for his federal income tax?                                       | Y | N |
| 7.  | Is an employer required to provide employees with a Form W-2 report no later than January 31 of the year following the one for which the report has been completed? | Y | N |
| 8.  | If an employee works for several employers during the year, must that employee receive a Form W-2 from each employer?   | Y | N |
| 9.  | Does this Form W-2 indicate whether John Arthur had more than employer during 1977?   | Y | N |
| 10. | At the end of each year, is every employer required to send to the Internal Revenue Service one copy of each Form W-2 issued by the company?                        | Y | N |

*True or False:*

- |    |  |   |   |
|----|--|---|---|
| 1. | Payroll records showing payments and deductions must be kept by a company.   | T | F |
| 2. | A business is required by law to withhold certain payroll taxes from the salaries it pays to its employees and to forward these taxes to the government. | T | F |
| 3. | An employee receives a reduction in the amount withheld for income tax for each exemption claimed.   | T | F |
| 4. | An employee is allowed one exemption for each person who qualifies as a dependent.   | T | F |
| 5. | The marital status and the number of exemptions claimed by an employee are identified on his Form W-4.   | T | F |
| 6. | The FICA tax is paid by both employees and employers.  | T | F |
| 7. | Every employee in an occupation covered by the social security laws is required to have a social security number.  | T | F |
| 8. | A woman who changes her name by court order or by marriage should notify the Social Security Administration of the change.                               | T | F |
| 9. | The individual employee's earnings record is used as the source document to prepare each payroll check.  | T | F |

*Examining the Payroll Time Card:*

DIRECTIONS: The questions below are based on the payroll time card shown to the right. Mr. Arthur's regular working hours are 8:00 a.m. to 5:00 p.m. with a one-hour lunch period from 12:00 p.m. to 1:00 p.m.

CIRCLE "Y" FOR YES AND "N" FOR NO

- |     |  |   |   |
|-----|--|---|---|
| 1.  | Does Mr. Arthur's payroll number differ from his social security number?                 | Y | N |
| 2.  | Does the time card cover only one week?  | Y | N |
| 3.  | Did Mr. Arthur ring in early any morning during the week?                                | Y | N |
| 4.  | Did he ring in early any afternoon?  | Y | N |
| 5.  | Did Mr. Arthur receive any overtime pay for ringing in early?                            | Y | N |
| 6.  | Did he ring in late any afternoon?   | Y | N |
| 7.  | Were any deductions made from Mr. Arthur's pay for tardiness?                            | Y | N |
| 8.  | Is the total number of overtime hours worked by Mr. Arthur recorded on the card?         | Y | N |
| 9.  | Does the hourly rate for regular hours appear on the time card?                          | Y | N |
| 10. | Is the time card discarded immediately after the payroll for the week has been recorded? | Y | N |

Figure total weekly earnings for employees:

Employee Number	Hours Worked		Pay Rate	Amount of Pay		Total Earnings
	Regular	Overtime		Regular	Overtime	
1	40	2	\$4.00	\$160.00	\$12.00	\$172.00
2	40	6	\$4.25			
3	35	0	\$3.50			
4	40	3	\$4.50			
5	40	0	\$4.50			

### ACCOUNTING TEST

#### Classifying Balance Sheet Items:

Classify each item listed by the following:

- A – asset
- L – liability
- C – capital

- Example cash on hand and in the bank \_\_\_\_\_ A \_\_\_\_\_
1. owed to Marco Plumbing Company \_\_\_\_\_
  2. operating supplies owned \_\_\_\_\_
  3. unpaid electric bill \_\_\_\_\_
  4. office equipment \_\_\_\_\_
  5. amount owed to Auto Wash Equipment Company \_\_\_\_\_
  6. car wash equipment \_\_\_\_\_
  7. amount that remains after the total liabilities are subtracted from the total assets \_\_\_\_\_
  8. any amount owed \_\_\_\_\_
  9. any item owned \_\_\_\_\_
  10. the equity of the owner \_\_\_\_\_

#### Basic Principles of Debit and Credit for Balance Sheet Accounts

Circle "D" for Debit or "C" for Credit

1. An increase in the balance of an asset account is recorded as a: D C
2. An entry on the left-hand side of any asset account is recorded as a: D C
3. The balance of any liability account is always a: D C
4. A decrease in the balance of a liability account is recorded as a: D C
5. An increase in the balance of the capital account is recorded as a: D C
6. An entry on the left-hand side of any account is always a: D C

*Debit and Credit Parts of Transactions Affecting Balance Sheet Accounts:*

Classify each item listed by the following:

- A – cash
- B – operating supplies
- C – car wash equipment
- D – office equipment
- E – auto wash equipment company
- F – Marco Plumbing Company
- G – Harry Shaw, Capital

	Debit	Credit
Example - Paid cash for new piece of car wash equipment.	C	A
1. Paid cash for a new adding machine.		
2. Received cash from the sale of an old typewriter.		
3. Received from Mr. Shaw, the proprietor, a personal check as additional investment in the business.		
4. Paid cash to Marco Plumbing Company in full payment of the amount owed.		
5. Paid cash for operating supplies.		
6. Received cash from sale of old adding machine.		

*Bank Reconciliation:*

John Kennelly's check stubs indicated a balance of \$1,902.45 on June 30. This included a record of a \$450 deposit mailed to the bank on June 29, but not credited to Kennelly's account until July 1. In addition, the following checks were outstanding on June 30.

#214, \$149.00	#220, \$224.60
#219, \$69.50	#223, \$113.06

Note the service charge on June 28. In matching the cancelled checks and record of deposits with the stubs, it was discovered that check #189 for \$471.11 was improperly recorded on the stub as \$417.11, causing the bank balance on that stub and those following to be \$54 too large.

Based on the information above, prepare a reconciliation of Kennelly's check stub balance with the bank statement shown below.

---



---



---



---



---



---



---



---



---



---



## SPELLING TEST

1. They are having a \_\_\_\_\_ fair.  
sience                      seince                      sceince                      science
2. Crossing streets is \_\_\_\_\_.  
dangerious                      dangerous                      dangerus                      dangirous
3. The man holds a \_\_\_\_\_ office.  
political                      pollitical                      paliticial                      politacle
4. We hope we will \_\_\_\_\_.  
succede                      sucede                      suceed                      succeed
5. We learn by \_\_\_\_\_.  
experiance                      expearience                      exsperience                      experience
6. The child has a rare \_\_\_\_\_.  
disease                      desease                      desiese                      diesase
7. He has a \_\_\_\_\_ to read.  
pammphlet                      pamflet                      pamphlet                      pammflet
8. They are starting a \_\_\_\_\_.  
bissness                      bussiness                      buisness                      business
9. The car is known for \_\_\_\_\_.  
exellance                      excelence                      excellence                      excellance
10. Our club formed a \_\_\_\_\_.  
comittee                      committe                      committe                      committee
11. The phone \_\_\_\_\_ was complete.  
installation                      instolation                      instalation                      instaulation
12. At the desk, sat the \_\_\_\_\_.  
secratery                      ssecretary                      secretary                      secretary

## BASIC MATH SKILLS TEST

Do not use a calculator for this section, show your work if necessary.

1. Choose the number that completes the table.

- A. .75%
- B. .075%
- C. 75%
- D. 34%

FRACTION	DECIMAL	PERCENT
$\frac{3}{4}$	.75	

2. Choose the number which completes the table.

- A.  $\frac{1}{4}$
- B.  $\frac{4}{10}$
- C.  $\frac{4}{100}$
- D.  $\frac{4}{1}$

FRACTION	DECIMAL	PERCENT
	.4	40%

3. Choose the number which completes the table.

- A.  $\frac{35}{1000}$
- B.  $\frac{35}{10}$
- C.  $\frac{3}{5}$
- D.  $\frac{35}{100}$

FRACTION	DECIMAL	PERCENT
	.35	35%

4. Evaluate  $bh$  if  $b = 4$  and  $h = 5$ .

- A. 9
- B. 20
- C. 40
- D. 45

5. Evaluate  $h(a+b)$  when  $a = 3$ ,  $b = 5$  and  $h = 3$ .

- A. 90
- B. 45
- C. 24
- D. 14

6. If the Johnsons are planning a vacation for 14 days and plan to spend \$825.00, how much money will they spend each day?
- A. \$840.00
  - B. \$55.00
  - C. \$115.64
  - D. \$59.00
7. Ed worked 16.75 hours a week for 12 weeks. How many hours did he work in all?
8. Find the larger of the two fractions.
- A.  $\frac{5}{8}$  or  $\frac{5}{6}$
  - B.  $\frac{3}{4}$  or  $\frac{5}{8}$
9. Find the answer:  $5.07 \times 1.37 =$
- A. 7.8090
  - B. 78.09
  - C. 6.9459
  - D. 69.459
10. Find the answer:  $9.52 \times 7.63 =$
- A. 68.1176
  - B. 72.6376
  - C. 681.1760
  - D. 726.376

#### PAYROLL SECRETARY QUESTIONS

1. Why would you like this job?

2. What qualifications (strengths) do you have that you feel would make you especially qualified for this job?

Any weaknesses?

3. This job deals with daily time deadlines, data entry and printing reports. How do you deal with numerous interruptions on your job?
4. As payroll secretary, you get many questions, sometimes the questions may appear as "stupid" or sometimes may appear as "accusing you of mistakes". How do you handle these situations?
5. What word processing program are you familiar with and are you proficient?
6. What spreadsheet program are you familiar with and are you proficient?
7. Do you feel you have good organizational skills? If yes, why?
8. If a payroll record was unclear, for example \$6.10/hour or \$6.70/hour and the employee's supervisor was not available, and your supervisor was not available, would you go ahead and process a check that week, or would you set it aside and wait for verification and process it with the next payroll period?

If you do go ahead and process it now, what rate would you use?

How would you follow up either decision?

9. In this small office, it is necessary at times to help another out, or to act as back-up in their absence. If you are already busy, how would you handle a request to help?



# A N S W E R S

CALCULATOR TEST (please keep your tape and attach to this test)

*Touch Addition:*

474	471
747	174
774	711
447	177
477	714
414	417
141	117
114	441
441	741
<u>411</u>	<u>777</u>
4440	4740

*Decimals in Addition:*

83.28	6.43
16.75	64.30
49.90	29.05
82.65	.87
34.00	3.28
16.00	17.91
50.00	25.00
91.07	4.67
20.44	80.40
<u>31.16</u>	<u>.09</u>
475.25	232.00

*Subtraction:*

84.75	4.78	715.00
<u>-23.90</u>	<u>-.93</u>	<u>- 81.97</u>
60.85	3.85	633.03

*Multiplication – Whole Numbers:*

$$545 \times 37 = 20,165$$

$$86 \times 938 = 80,668$$

$$69 \times 23 = 1,587$$

*Multiplication – Rounded Products:*

Round to three decimals

$$8.15 \times 26.2 = 213.530$$

$$16.38 \times 4.97 = 81.409$$

$$127.00 \times 5 = 635.000$$

$$60.07 \times 44.63 = 2680.924$$

*Multiplication – Constant Factor:  
Round to two decimals*

$$12.95 \times 12 = 155.40$$

$$12.95 \times 63 = 815.85$$

$$12.95 \times 8 = 103.60$$

$$12.95 \times 27 = 349.65$$

$$13 \times 7.625 = 99.13$$

$$204 \times 7.625 = 1555.50$$

$$47 \times 7.625 = 358.38$$

*Multiplication – Multifactor:*

$$4.75 \times 3.8 \times .613 = 11.06$$

$$53 \times .16 \times .167 = 1.42$$

$$.0008 \times 2.34 \times 4.04 = .01$$

$$473 \times 88 \times 12.13 = 504,899.12$$

*Division:*

*Round to two decimals*

$$45.6/12.3 = 3.71$$

$$210.4/16.5 = 12.75$$

$$91.5/15.25 = 6.00$$

$$471/74 = 6.36$$

$$2473.8/2.16 = 1145.28$$

*Division – Constant Divisor:*

*Round to two decimals*

$$29.38/6.715 = 4.38$$

$$58.17/6.715 = 8.66$$

$$294.06/6.715 = 43.79$$

$$16.04/.7862 = 20.40$$

$$23.51/.7862 = 29.90$$

*Finding the Rate Percent:*

Write in the percent – round to one decimal.

\$1,860 is what % of \$15,500? 12.0%

\$36 is what % of \$300? 12.0%

\$13 is what % of \$65? 20.0%

\$103.85 is what % of \$670? 15.5%

Ruth Jones received a yearly income of \$1,133.60 on an investment of \$17,440. What is her rate of return on this investment? 6.5%

The cosmetics department was allocated \$4,020 of the store's institutional advertising expense of \$89,380. What rate percent does this allocation amount to? 4.5%

*Amount and Percent of Increase/Decrease:*

Round to one decimal

Branch	1982	Sales 1983	Amount of Increase or Decrease	Percent of Increase or Decrease
A	\$9,300	\$12,555	<u>32.55</u>	<u>35.00%</u>
B	\$12,425	\$10,800	<u>(1625)</u>	<u>(13.1%)</u>
C	\$58,196	\$63,015	<u>4819</u>	<u>8.3%</u>

*Percent of Increase or Decrease Only:*

Last Year	This Year	Percent of Increase or Decrease
\$875	\$1,050	<u>20%</u>
\$1,460	\$1,241	<u>15%</u>
\$4,520	\$4,972	<u>10%</u>



*True or False:*

- |    |  |          |          |
|----|--|----------|----------|
| 1. | Payroll records showing payments and deductions must be kept by a company.   | <u>I</u> | F        |
| 2. | A business is required by law to withhold certain payroll taxes from the salaries it pays to its employees and to forward these taxes to the government. | <u>I</u> | F        |
| 3. | An employee receives a reduction in the amount withheld for income tax for each exemption claimed.   | <u>I</u> | F        |
| 4. | An employee is allowed one exemption for each person who qualifies as a dependent.   | <u>I</u> | F        |
| 5. | The marital status and the number of exemptions claimed by an employee are identified on his Form W-4.   | <u>I</u> | F        |
| 6. | The FICA tax is paid by both employees and employers.  | <u>I</u> | F        |
| 7. | Every employee in an occupation covered by the social security laws is required to have a social security number.  | <u>I</u> | F        |
| 8. | A woman who changes her name by court order or by marriage should notify the Social Security Administration of the change.                               | <u>I</u> | F        |
| 9. | The individual employee's earnings record is used as the source document to prepare each payroll check.  | T        | <u>E</u> |

*Examining the Payroll Time Card:*

DIRECTIONS: The questions below are based on the payroll time card shown to the right. Mr. Arthur's regular working hours are 8:00 a.m. to 5:00 p.m. with a one-hour lunch period from 12:00 p.m. to 1:00 p.m.

CIRCLE "Y" FOR YES AND "N" FOR NO

- |     |  |          |          |
|-----|--|----------|----------|
| 1.  | Does Mr. Arthur's payroll number differ from his social security number?                 | <u>Y</u> | N        |
| 2.  | Does the time card cover only one week?  | <u>Y</u> | N        |
| 3.  | Did Mr. Arthur ring in early any morning during the week?                                | <u>Y</u> | N        |
| 4.  | Did he ring in early any afternoon?  | <u>Y</u> | N        |
| 5.  | Did Mr. Arthur receive any overtime pay for ringing in early?                            | Y        | <u>N</u> |
| 6.  | Did he ring in late any afternoon?   | <u>Y</u> | N        |
| 7.  | Were any deductions made from Mr. Arthur's pay for tardiness?                            | Y        | <u>N</u> |
| 8.  | Is the total number of overtime hours worked by Mr. Arthur recorded on the card?         | <u>Y</u> | N        |
| 9.  | Does the hourly rate for regular hours appear on the time card?                          | <u>Y</u> | N        |
| 10. | Is the time card discarded immediately after the payroll for the week has been recorded? | Y        | <u>N</u> |

Figure total weekly earnings for employees:

Employee Number	Hours Worked		Pay Rate	Amount of Pay		Total Earnings
	Regular	Overtime		Regular	Overtime	
1	40	2	\$4.00	\$160.00	\$12.00	\$172.00
2	40	6	\$4.25	170.00	38.25	208.25
3	35	0	\$3.50	122.50	0	122.50
4	40	3	\$4.50	180.00	20.25	200.25
5	40	0	\$4.50	180.00	0	180.00

### ACCOUNTING TEST

*Classifying Balance Sheet Items:*

Classify each item listed by the following:

A – asset  
L – liability  
C – capital

- Example cash on hand and in the bank \_\_\_\_\_ A \_\_\_\_\_
- owed to Marco Plumbing Company \_\_\_\_\_ L \_\_\_\_\_
  - operating supplies owned \_\_\_\_\_ A \_\_\_\_\_
  - unpaid electric bill \_\_\_\_\_ L \_\_\_\_\_
  - office equipment \_\_\_\_\_ A \_\_\_\_\_
  - amount owed to Auto Wash Equipment Company \_\_\_\_\_ L \_\_\_\_\_
  - car wash equipment \_\_\_\_\_ A \_\_\_\_\_
  - amount that remains after the total liabilities are subtracted from the total assets \_\_\_\_\_ C \_\_\_\_\_
  - any amount owed \_\_\_\_\_ L \_\_\_\_\_
  - any item owned \_\_\_\_\_ A \_\_\_\_\_
  - the equity of the owner \_\_\_\_\_ C \_\_\_\_\_

*Basic Principles of Debit and Credit for Balance Sheet Accounts:*

Circle "D" for Debit or "C" for Credit

- An increase in the balance of an asset account is recorded as a: D C
- An entry on the left-hand side of any asset account is recorded as a: D C
- The balance of any liability account is always a: D C
- A decrease in the balance of a liability account is recorded as a: D C
- An increase in the balance of the capital account is recorded as a: D C
- An entry on the left-hand side of any account is always a: D C

*Debit and Credit Parts of Transactions Affecting Balance Sheet Accounts:*

Classify each item listed by the following:

- A – cash
- B – operating supplies
- C – car wash equipment
- D – office equipment
- E – auto wash equipment company
- F – Marco Plumbing Company
- G – Harry Shaw, Capital

	Debit	Credit
Example - Paid cash for new piece of car wash equipment.	C	A
1. Paid cash for a new adding machine.	D	A
2. Received cash from the sale of an old typewriter.	A	D
3. Received from Mr. Shaw, the proprietor, a personal check as additional investment in the business.	A	G
4. Paid cash to Marco Plumbing Company in full payment of the amount owed.	F	A
5. Paid cash for operating supplies.	B	A
6. Received cash from sale of old adding machine.	A	D

*Bank Reconciliation:*

John Kennelly's check stubs indicated a balance of \$1,902.45 on June 30. This included a record of a \$450 deposit mailed to the bank on June 29, but not credited to Kennelly's account until July 1. In addition, the following checks were outstanding on June 30.

#214, \$149.00	#220, \$224.60
#219, \$69.50	#223, \$113.06

Note the service charge on June 28. In matching the cancelled checks and record of deposits with the stubs, it was discovered that check #189 for \$471.11 was improperly recorded on the stub as \$417.11, causing the bank balance on that stub and those following to be \$54 too large.

Based on the information above, prepare a reconciliation of Kennelly's check stub balance with the bank statement shown below.

Bank Balance	1951.63
Plus O/S Deposit	450.00
Less O/S Checks	
#214	(149.00)
#219	(69.50)
#220	(224.60)
#223	(113.06)
Balance Ending	1845.47



## SPELLING TEST

1. They are having a \_\_\_\_\_ fair.  
sience                      seince                      sceince                      science
2. Crossing streets is \_\_\_\_\_.  
dangerious                      dangerous                      dangerus                      dangirous
3. The man holds a \_\_\_\_\_ office.  
political                      pollitical                      paliticial                      politacle
4. We hope we will \_\_\_\_\_.  
succede                      sucede                      suceed                      succeed
5. We learn by \_\_\_\_\_.  
experience                      expearience                      exsperience                      experience
6. The child has a rare \_\_\_\_\_.  
disease                      desease                      desiese                      diesase
7. He has a \_\_\_\_\_ to read.  
pammphlet                      pamflet                      pamphlet                      pammflet
8. They are starting a \_\_\_\_\_.  
bissness                      bussiness                      buisness                      business
9. The car is known for \_\_\_\_\_.  
exellance                      excelence                      excellence                      excellance
10. Our club formed a \_\_\_\_\_.  
comittee                      committe                      committe                      committee
11. The phone \_\_\_\_\_ was complete.  
installation                      instolation                      instalation                      instaulation
12. At the desk, sat the \_\_\_\_\_.  
secratery                      ssecretary                      secretary                      secretary

## BASIC MATH SKILLS TEST

Do not use a calculator for this section, show your work if necessary.

1. Choose the number that completes the table.

- A. .75%
- B. .075%
- C. 75%
- D. 34%

FRACTION	DECIMAL	PERCENT
$\frac{3}{4}$	.75	C

2. Choose the number which completes the table.

- A.  $\frac{1}{4}$
- B.  $\frac{4}{10}$
- C.  $\frac{4}{100}$
- D.  $\frac{4}{1}$

FRACTION	DECIMAL	PERCENT
B	.4	40%

3. Choose the number which completes the table.

- A.  $\frac{35}{1000}$
- B.  $\frac{35}{10}$
- C.  $\frac{3}{5}$
- D.  $\frac{35}{100}$

FRACTION	DECIMAL	PERCENT
D	.35	35%

4. Evaluate  $bh$  if  $b = 4$  and  $h = 5$ .

- A. 9
- B. 20
- C. 40
- D. 45

5. Evaluate  $h(a+b)$  when  $a = 3$ ,  $b = 5$  and  $h = 3$ .

- A. 90
- B. 45
- C. 24
- D. 14

6. If the Johnsons are planning a vacation for 14 days and plan to spend \$825.00, how much money will they spend each day?
- A. \$840.00
  - B. \$55.00
  - C. \$115.64
  - D. \$59.00
7. Ed worked 16.75 hours a week for 12 weeks. How many hours did he work in all?
- 201
8. Find the larger of the two fractions.
- A.  $\frac{5}{8}$  or  $\frac{5}{6}$
  - B.  $\frac{3}{4}$  or  $\frac{5}{8}$
9. Find the answer:  $5.07 \times 1.37 =$
- A. 7.8090
  - B. 78.09
  - C. 6.9459
  - D. 69.459
10. Find the answer:  $9.52 \times 7.63 =$
- A. 68.1176
  - B. 72.6376
  - C. 681.1760
  - D. 726.376

#### PAYROLL SECRETARY QUESTIONS

1. Why would you like this job?

2. What qualifications (strengths) do you have that you feel would make you especially qualified for this job?

Any weaknesses?

3. This job deals with daily time deadlines, data entry and printing reports. How do you deal with numerous interruptions on your job?
4. As payroll secretary, you get many questions, sometimes the questions may appear as "stupid" or sometimes may appear as "accusing you of mistakes". How do you handle these situations?
5. What word processing program are you familiar with and are you proficient?
6. What spreadsheet program are you familiar with and are you proficient?
7. Do you feel you have good organizational skills? If yes, why?
8. If a payroll record was unclear, for example \$6.10/hour or \$6.70/hour and the employee's supervisor was not available, and your supervisor was not available, would you go ahead and process a check that week, or would you set it aside and wait for verification and process it with the next payroll period?

If you do go ahead and process it now, what rate would you use?

How would you follow up either decision?

9. In this small office, it is necessary at times to help another out, or to act as back-up in their absence. If you are already busy, how would you handle a request to help?