

PAYROLL ACCOUNTING (125)

—Secondary—

REGIONAL – 2018

Multiple Choice & Short Answer Section:

Multiple Choice (15 @ 2 points each) _____ (30 points)

Short Answer (12 @ 2 points each) _____ (24 points)

Production Portion:

Job 1: Salaried Employees (20 @ 1 point each) _____ (20 points)

Job 2: Payroll Register (40 @ 1 point each) _____ (40 points)

Job 3: Payroll Entry (15 @ 1 point each) _____ (15 points)

TOTAL POINTS _____ (**129 points**)

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

1. Contestant must hand in this test booklet and all printouts. Failure to do so will result in disqualification.
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 or facsimile (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

No more than ten (10) minutes orientation
No more than sixty (60) minutes testing time
No more than ten (10) minutes wrap-up

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Workplace Skills Assessment Program competition.

General Instructions

You have been hired as a Payroll Clerk and will be keeping the accounting records for Professional Business Associates, located at 5454 Cleveland Avenue, Columbus, Ohio 43231. Professional Business Associates provides accounting and other financial services for clients. You will complete jobs for Professional Business Associates' own accounting records, as well as for clients.

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

Assumptions to make when taking this assessment:

- Round all calculations to two decimals
- Assume employees earn an overtime rate of 1 ½ times for any hours worked over 40 in a week unless otherwise instructed (This includes Multiple Choice, Short Answer and Jobs)
- All time calculations are rounded to the nearest quarter hour
- Use 6.2% for Social Security Tax on the first \$118,500 in wages
- Use 1.45% for Medicare Tax for all wages
- Use 5.4% for State Unemployment Tax and 0.8% for Federal Unemployment Tax (\$7,000 ceiling)
- Assume that 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. Take home pay is commonly known as _____.
 - a. gross pay
 - b. net pay
 - c. salary compensation
 - d. payroll expense

2. Which of the following taxes does *not* have a taxable base per calendar year?
 - a. Federal Unemployment Tax
 - b. State Unemployment Tax
 - c. Social Security Tax
 - d. Medicare Tax

3. The number of withholding allowances an employee claims will affect _____.
 - a. social security taxes withheld
 - b. Medicare taxes withheld
 - c. state unemployment tax withheld
 - d. federal income tax withheld

4. According to the Fair Labor Standards Act overtime is paid when employees work _____.
 - a. any hours in excess of 8 in a day
 - b. 40 hours per week
 - c. a minimum of 44 hours in a week
 - d. in excess of 40 hours per week

5. When health insurance premiums are submitted to the health insurance carrier, the journal entry would include a _____.
 - a. debit to Health Insurance Premiums Payable and a credit to Cash.
 - b. debit to cash and a credit to Health Insurance Premiums Payable.
 - c. debit to Health Insurance Expense and a credit to cash.
 - d. debit to Health Insurance Premiums Payable and a credit to Health Insurance Expense.

6. The gross earnings of 6 employees at retail establishment for a week were: \$620, \$524, \$715, \$670, \$588, and \$675. What was the average amount earned for the week by these employees?
 - a. \$632
 - b. \$634
 - c. \$642
 - d. \$648

7. The federal form an employee must fill out before they can receive a paycheck is a _____.
 - a. W-2
 - b. W-3
 - c. W-4
 - d. W-1099

8. The Salary Expense account is used to record the _____.
 - a. employer's payroll tax liabilities
 - b. employer's state tax liabilities
 - c. employees' total net earnings
 - d. employees' total gross earnings

9. The formula for calculating net pay is _____.
 - a. gross earnings minus total voluntary deductions
 - b. gross earnings minus total taxes and voluntary deductions
 - c. net earnings minus total voluntary deductions
 - d. net earnings minus total taxes and voluntary deductions

10. The source of information for journalizing the payroll entries each pay period is the _____.
 - a. time cards
 - b. IRS tables
 - c. employees' earnings record
 - d. payroll register

11. Federal unemployment tax is paid by _____.
 - a. the employee
 - b. the employer
 - c. both
 - d. neither

12. What type of payroll period consists of 26 pay periods?
 - a. semi-monthly
 - b. bi-weekly
 - c. monthly
 - d. bi-yearly

13. The total earnings of an employee for a pay period is called _____.
 - a. take-home pay
 - b. net pay
 - c. pay, net of taxes
 - d. gross pay

14. Wages, hours worked, and regulations for minors in the workplace are set by?
 - a. Occupational Safety and Health Administration (OSHA)
 - b. Fair Labor Standards Act (FLSA)
 - c. Fair Wage and Tax Law (FWTL)
 - d. Family Medical Leave Act (FMLA)

15. When journalizing the employer's payroll taxes, which account should be debited?
 - a. Salaries Expense
 - b. Cash
 - c. Wages Payable
 - d. Payroll Taxes Expense

SHORT ANSWER

1. An employee is paid \$12.40 an hour for regular-time work.
 - a. What is the employee's time-and-a-half pay rate per hour? _____
 - b. What is the employee's double-time pay rate per hour? _____

2. An employee is paid an annual salary of \$62,800. The employee is paid bi-weekly. What is the employee's gross pay per pay period? _____

3. An employee is paid semi-monthly as an assistant fashion designer. The employee makes \$2,420 gross earnings per pay period. What is the employee's annual salary? _____

4. An employee worked 54 hours last week. Of those hours, 40 hours were paid at the regular-time rate of \$11.60 an hour, 9 hours at the time-and-a-half rate, and 5 hours at the double-time rate.
 - a. What were the employee's regular gross wages for the week? _____
 - b. What were the employee's overtime wages for the week? _____
 - c. What were the employee's total gross wages for the week? _____

5. Justin works as a freelance artist. He has been hired by a museum to update the murals on their walls. They have agreed to pay Justin \$10,600 for the job. He can set his own hours as long as the job is completed in two months. Justin anticipates that it will take him 23 days to complete the work. What will Justin make per day if he completes the work in the 23 days? _____



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Production:

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TOTAL POINTS _____ (***129 points***)

Graders: Please double check and verify all scores and answer keys!

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Multiple Choice (15 @ 2 points each = 30 points)

1.	B
2.	D
3.	D
4.	B
5.	A
6.	A
7.	C
8.	D
9.	B
10.	D
11.	B
12.	B
13.	D
14.	B
15.	D

Short Answer: (12 @ 2 points each = 24 points)

1. a. **\$18.60**
b. **\$24.80**
2. **\$2,415.38**
3. **\$58,080**
4. a. **\$464.00**
b. **\$272.60**
c. **\$736.60**
5. **\$460.87**
6. a. **\$620.00**
b. **\$161.43**
c. **\$458.57**
7. **\$374.40**



Job 1: Salaried Employees (20 @ 1 point each = 20 points)

Annual Salary	Monthly Salary	Semi-Monthly Salary	Bi-Weekly Salary	Weekly Salary	Hourly Rate
\$ 64,800	\$5,400.00	\$2,700.00	\$2,492.31	\$1,246.15	\$31.15
\$ 42,740	3,561.67	1,780.83	1,643.85	821.92	20.55
\$108,630	9,052.50	4,526.25	4,178.08	2,089.04	52.23
\$ 59,820	4,985.00	2,492.50	2,300.77	1,150.38	28.76

Job 2: Payroll Register (40 @ 1 point each = 40 points)

Employee	EARNINGS			Federal Income Tax	State Income Tax	Social Security Tax	Medicare Tax	Health Insurance	Total Deductions	Net Pay
	Regular	Overtime	Total							
1	\$1,840	0	1,840	\$192	101.20	114.08	26.68	\$240	673.96	1,166.04
2	1,560	\$122	1,682	165	92.51	104.28	24.39	100	486.18	1,195.82
3	1,775	268	2,043	178	112.37	126.67	29.62	165	611.66	1,431.34
4	1,490	0	1,490	134	81.95	92.38	21.61	75	404.94	1,085.06
5	2,200	\$188	2,388	221	131.34	148.06	34.63	180	715.03	1,672.97
TOTALS	8,865	578	9,443	890	519.37	585.47	136.93	760	2,891.77	6,551.23



Job 3: Payroll Entry (15 @ 1 point each = 15 points)

NOTE TO GRADER: Accept variations in account titles because of various textbooks used by students. Award points for account title as long as the student had the word “payable” or “expense” if required.

GENERAL JOURNAL				
DATE	DESCRIPTION	POST REF	DEBIT	CREDIT
2018				
Jan. 12	Salary Expense		9,443.00	
	Federal Income Tax Payable			890.00
	State Income Tax Payable			519.37
	Social Security Tax Payable			585.47
	Medicare Tax Payable			136.93
	Health Insurance Payable			760.00
	Cash			6,551.23