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Question: 1

When using Pay Steps, an employee's step increases can be based on which of the following?

- A. Seniority Date
- B. Birth Date
- C. Years of Education
- D. Years of Experience

Answer: A

Question: 2

What window is used to access American Disabilities Act (ADA) information?

- A. Division Setup
- B. Department Setup
- C. Position Setup
- D. Employee Maintenance

Answer: C

Question: 3

Fabrikam, Inc. currently uses Payroll and has decided to add the Human Resources module.

What procedures need to be run to ensure the Human Resources benefit information is updated?

- A. Shrink and verify
- B. Reconcile
- C. Year-end closing
- D. This automatically happens as soon as HR is loaded

Answer: B

Question: 4

Life Insurance set up requires a premium method to be selected. Which of the following methods are supported in Microsoft Dynamics GP Human Resources?

- A. Fixed Amounts only
- B. Fixed Amounts and Variable Amounts
- C. Fixed Amounts and Age Based
- D. Variable Amounts and Age Based

Answer: C

Question: 5

What does a red exclamation mark mean next to a To-Do List item?

- A. The item is very important.
- B. The item has been entered today.
- C. The item has been rolled forward as opposed to a new entry for the day.
- D. The item is a new item that day,, is important,, and cannot be deleted until it is completed.

Answer: C

Question: 6

If a 401K retirement plan is set up in Human Resources, and the employer match percentage is 50%, what are the deduction and benefit percentage amounts entered in Payroll if the employee contributed 8%?

- A. 8% deduction and no benefit
- B. 8% deduction and 4% benefit
- C. 4% deduction and 8% benefit
- D. 4% deduction and 4% benefit

Answer: B

Question: 7

Which of the following is considered a Miscellaneous Benefit in Microsoft Dynamics GP Human Resources?

- A. Dental
- B. Disability
- C. Age-Based Life Insurance
- D. Flexible Spending Account

Answer: D

Question: 8

Health Insurance Plans in Human Resources allow which of these items to occur? Choose the 3 that apply.

- A. A FMLA premium can be tracked.
- B. A waiting period can be specified before an employee becomes eligible.
- C. A copay code could be attached for prescription drugs.
- D. Contributions to pay for the plan can come from the employee and employer.

Answer: B, C, D

Question: 9

The FMLA 12-Month Period can be based on which of the following? Choose the 3 that apply.

- A. Calendar Year
- B. Anniversary Year
- C. 12 months forward from a previous FMLA leave
- D. An employee-specific fixed 12-month period

Answer: A, C, D

Question: 10

When defining a Review Policy, which of the following is true? Choose the 2 that apply.

- A. Intervals are displayed in chronological order.
- B. Date of the next review is always based upon the date of the last review.
- C. Words or numbers can be used to rate each category in a review.
- D. Review dates can be posted to the Personal To Do List.

Answer: A, C

Question: 11

Microsoft Dynamics GP is designed to allow certain users to automatically set up Payroll benefits and deductions at the same time the user is enrolling employees for benefits and deductions In Human Resources. Which option, when activated, provides the user with this functionality?

- A. Employee Filters
- B. Auto-Assign Employee ID
- C. Payroll View for Human Resources
- D. Organizational Display

Answer: C

Question: 12

When setting up a Pay Code default, which of the following pay types must be based on an hourly, salary or piecework pay code? Choose the 2 that apply.

- A. Commission
- B. Minimum Wage Balance
- C. Sick
- D. Overtime

Answer: C, D

Question: 13

What is necessary to set up a deduction for employee purchases that have varying amounts and do not occur every pay period?

- A. Select the Sheltered from Federal Tax option in the Deduction Setup window.
- B. Enter as a Tiered or Sequenced deduction with a frequency of miscellaneous.
- C. Make sure that the Transaction Required option is selected.
- D. Select the Variable Deduction option and specify the frequency as miscellaneous.

Answer: C

Question: 14

The Human Resources department is responsible for updating everyone's wages with a 2% cost of living increase. What window should be used to ensure both Payroll and Human Resources are updated with this increase?

- A. Payroll Mass Update
- B. Pay Code Setup
- C. Compensation Management
- D. Employee Pay Code Maintenance

Answer: C

Question: 15

Which of the following is true about setting up deductions? Choose the 3 that apply.

- A. Arrears can be tracked and taken from subsequent pay.
- B. Deductions can be based on one pay code.
- C. They can reduce taxable wages before taxes are calculated.
- D. They must have a transaction entered in each check run.

Answer: A, B, C

Question: 16

Jim wants only \$100 withheld from his paycheck for federal taxes. How does Payroll ensure this happens?

- A. Enter \$100 in the Additional Withholding field in Employee Tax Maintenance.
- B. Enter \$100 in the Estimated Withholding field in Employee Tax Maintenance.
- C. Enter a flat tax percentage on all of an employee's different pay records for federal withholding.
- D. Adjust the number of exemptions or frequency of pay records until \$100 is withheld in federal taxes.

Answer: B

Question: 17

How is a post-dated pay rate activated?

- A. Are automatically activated on the effective date
- B. When the user date is set to the effective date for the pay code
- C. Automatically when building checks for a pay period that includes the effective date
- D. When the pay code is activated in the Activate Employee Post-Dated Pay Rates window

Answer: D

Question: 18

Which of the following methods can a Deduction be based upon? Choose the 3 that apply.

- A. Fixed Amount
- B. Multiple Tiers
- C. Amount Per Unit
- D. Percent of Earnings Wages

Answer: A, C, D

Question: 19

When setting up Payroll Integration to Payables, which transaction types can be used? Choose the 2 that apply.

- A. Federal Tax, State and Local Taxes
- B. Employee and Company Deductions
- C. Business Expense
- D. Commission to non-employees

Answer: A, B

Question: 20

What Payroll Setup option should be selected if it is necessary to change month to-date amounts on an employee pay record?

- A. Edit Payroll Information
- B. Edit Financial Fields
- C. Change Employee Records
- D. Change Payroll Information

Answer: B

Question: 21

When configuring the system to calculate blended overtime rates, which choices can be made?
Choose the 2 that apply.

- A. Bonus Pay is never included in an overtime calculation.
- B. Exceptions can be defined for the Calculation Methods developed based on department, position and shift.
- C. The overtime average can be calculated using transactions within a batch or across all batches.
- D. If hours are included in the Calculation Method, then the dollars associated with the hours must also be included.

Answer: B, C

Question: 22

Benefit Tiers can be used with which of the following? Choose the 2 that apply.

- A. Miscellaneous Benefits
- B. Health Insurance
- C. Life Insurance
- D. Retirement Plans

Answer: A, D

Question: 23

When using the automatic overtime feature in Payroll, which of the following applies?

- A. Overtime pay codes do not need to be set up for an employee.
- B. Salaried employees can have overtime calculated automatically.
- C. Overtime is automatically calculated after an employee works a pre-determined number of hours in a pay period.
- D. Transactions are automatically entered for regular hours.

Answer: C

Question: 24

When using Retroactive Pay Management, which of the following statements are true? Choose the 2 that apply.

- A. Retroactive pay generates records for Pension payments.
- B. Retroactive payments to employees can only be made in single-use, computer check batches.
- C. The system calculates the difference between what was paid and what actually needs to be paid.
- D. Retroactive payments to employees can only be made with manual checks.

Answer: B, C

Question: 25

What is the function of the Payroll Gross Up window?

- A. Calculating an employee gross wages for a monthly period.
- B. Determining the gross pay amount needed to net a specified dollar amount.
- C. Determining the gross pay amount needed to net a specified bonus for an employee.
- D. Calculating the net pay amount needed for an employee to qualify for earned income credits.

Answer: B

Question: 26

If a transaction for hourly pay dated 9/25 is included in a pay run with a starting date of 9/1 and an ending date of 9/15, what will happen?

- A. Payroll lists it as a warning on the Calculate Checks window and will not allow further processing.
- B. Payroll lists it as a warning on the Calculate Checks window, but processing can be completed anyway.
- C. Payroll ignores the error and lets processing continue, but lists it as an error on the Calculate Checks window.
- D. Payroll considers this a critical error and does not let processing continue until the transaction is corrected.

Answer: B

Question: 27

Performing which of the following requires making a Payroll salary adjustment in the Payroll Transaction Entry window? Choose the 2 that apply.

- A. Reallocate hours for a salaried person
- B. Paying a salaried employee overtime
- C. Including bonus compensation for a salaried employee
- D. Paying a salaried employee an additional amount on the pay check

Answer: A, D

Question: 28

A check is incorrectly posted and needs to be voided. Which of the following are requirements for voiding the check? Choose the 2 that apply.

- A. Check and transaction history must be kept.
- B. The employee must be inactivated temporarily.
- C. The check must be in the current month/period.
- D. The check cannot be reconciled in the Bank Reconciliation module.

Answer: A, D

Question: 29

If a transaction for 8 hours is entered on a vacation pay code based on an employee salary pay code with a frequency of weekly, how many hours of salary pay would the employee receive?

- A. 8 hours
- B. 32 hours
- C. 40 hours
- D. 48 hours

Answer: B

Question: 30

When entering and posting a manual check, how are taxes computed for the check?

- A. Tax amounts are entered manually by the data entry person.

- B. Taxes are calculated automatically using the tax tables installed.
- C. No taxes are withheld on a manual check in Payroll.
- D. Taxes are calculated by using flat tax rates entered on pay records.

Answer: A

Question: 31

Which of the following can be done in Mass Transaction Entry? Choose the 3 that apply.

- A. Enter a standard holiday bonus transaction for all employees.
- B. Change hourly pay rates for employees in a specified department.
- C. Enter 8 hours of holiday pay for all your hourly employees.
- D. Enter an hourly transaction for all hourly employees in a pay period where they have all worked 40 hours.

Answer: A, C, D

Question: 32

Jan uses the Hire feature in Human Resources so she does not have to enter duplicate information if an applicant is hired. What applicant information transfers to an employee record? Choose the 2 that apply.

- A. Skills
- B. Education
- C. Interviews
- D. Applicant User Defined Information

Answer: A, B

Question: 33

Fabrikam, Inc. has two employee unions. The company wants to track employee membership in each union. What additional functionality is available for unions with Human Resources? Choose the 2 that apply.

- A. The ability to track union seniority and dues.
- B. The ability to print some union related reports in HR.
- C. A benefit for the union dues is setup in Payroll automatically.
- D. A deduction for the union dues is setup in Payroll automatically.

Answer: A, B

Question: 34

Jim is looking for existing employees that have typing skills of 60 words per minute or greater. What tool can he use to find employees with this skill?

- A. Skills Search
- B. Skills Query
- C. Synchronize Skills
- D. Skills Finder

Answer: B

Question: 35

Which of the following can be viewed using the Organization Explorer window? Choose the 3 that apply.

- A. Positions
- B. Requisitions
- C. Vacancies
- D. Employees

Answer: A, C, D

Question: 36

When is the Skills Synchronize button used? Choose the 2 that apply.

- A. Before each pay run.
- B. At the end of every month.
- C. If adding skills to a previously defined skill set.
- D. If removing skills from a previously defined skill set.

Answer: C, D

Question: 37

Sherry has requested FMLA leave and the Human Resources department needs to track the related information. When using the FMLA Initiation window, what can HR track? Choose the 3 that apply.

- A. Insurance premium payments
- B. Insurance premiums due
- C. Leave Dates including start, end and estimated return dates
- D. Advanced scheduling of leave to take place in Sherry's next FMLA year

Answer: A, B, C

Question: 38

Josh has 10 scanners that are issued to warehouse personnel. Josh wants to track the scanners to ensure they are returned when an employee leaves the department. Which of the following can Josh perform using the Property function in Human Resources? Choose the 2 that apply.

- A. A scanner can be assigned to a specific employee.
- B. The scanners can be assigned to the Warehouse Department.
- C. The scanner can have a due date associated with it for returning it to stock.
- D. A serial number for each scanner can be tracked.

Answer: A, D

Question: 39

When performing training batch sign ups, which of the following statements are true? Choose the 3 that apply.

- A. A group of employees can be signed up by shift for a class.
- B. A group of employees can be signed up by position for a course or class.
- C. All employees can be signed up for a specific class or course.
- D. A specific department of employees can be signed up for a class or course.

Answer: B, C, D

Question: 40

The Director of Human Resources wants to send a letter to each employee summarizing his or her entire compensation package including pay, insurance and other benefits. Where can the necessary reports/letters be generated?

- A. Compensation Management
- B. Payroll Summary
- C. Total Compensation/Benefit Summary
- D. Total Benefits

Answer: C

Question: 41

What does the termination window in Human Resources offer?

- A. Discipline information and grievance data
- B. Ability to track costs associated with termination
- C. Ability to record an exit interview in the system
- D. Ability to delete an employee in Payroll

Answer: C

Question: 42

Susan needs to track sick time with pay for the employees at Fabrikam, Inc. using the Attendance feature in Human Resources. What time type needs to be assigned to the time code?

- A. Absent
- B. Benefit
- C. Hourly
- D. Miscellaneous

Answer: B

Question: 43

How many applications can be entered into the system for an applicant?

- A. 1
- B. 2
- C. 10
- D. Unlimited

Answer: D

Question: 44

Which of the following are true about requisitions in Human Resources? Choose the 3 that apply.

- A. Costs can be recorded.
- B. Requisitions are optional.
- C. All requisitions must be filled before year-end processing.
- D. The number of applicants interviewed can be recorded.

Answer: A, B, D

Question: 45

When accrual periods are set up in Attendance, how many years need to be set up to avoid problems?

- A. 0
- B. 1
- C. 2
- D. 5

Answer: C

Question: 46

When linking time codes in Attendance to pay codes in Payroll, which of the following statements are true?

- A. Time codes and pay codes are for informational use only.
- B. Time codes are linked to pay codes for W-2 processing.
- C. An absent time code should not be linked to a pay code.
- D. Time codes and pay codes with the same ID are automatically linked.

Answer: C

Question: 47

If an applicant is hired using the Hire feature, which of the following information will the system transfer to their employee record? Choose the 2 that apply.

- A. Skills
- B. Interviews
- C. Education
- D. Applicant User Defined information

Answer: A, C

Question: 48

If Update Calendar is checked in Attendance Setup, how does this affect the Absence Entry function in the Vacation Calendar?

- A. A Payroll vacation transaction is created.
- B. The Absence Entry button sends an email to the employee confirming vacation dates.
- C. Vacation is auto accrued whenever an attendance transaction is entered in Human Resources.
- D. The Absence Entry button opens the HR Attendance Transaction window.

Answer: D

Question: 49

Jane wants to use the Hire feature in Human Resources for an applicant. Which of the following must she have to hire the applicant?

- A. An I-9 must exist for the applicant.
- B. An offer must be entered in Human Resources.
- C. An Employee ID must be entered on the Hire window.
- D. A vacancy and requisition must exist for the position for which the applicant is being hired.

Answer: C

Question: 50

The Human Resources department needs to setup a \$52.00 monthly garnishment for Bill. The state in which Bill is employed has defined employee net disposable income. The state also has specified which pay codes to include, and which deductions and taxes to apply prior to further deductions, such as garnishments. Which deduction method should be used to set up Bill's garnishment?

- A. Percent of Gross Wages
- B. Percent of Net Wages
- C. Fixed Amount

- D. Percent of Earnings Wages

Answer: D

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