



Information Guide for Payroll Support Accountant Performance Test

Test Number: 4002

Human Resources
Performance Assessment Services
Southern California Edison
An Edison International Company

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Introduction

The **4002 Payroll Support Accountant Performance Test** was designed to measure critical areas of a Payroll Support Accountant's responsibility. This guide contains strategies and information about what will be assessed in the test.

Test Session

It is important that you follow the directions of the Test Administrator exactly. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may **NOT** leave the testing area, talk, smoke, eat, or drink. Since this test will take several hours, you should consider these factors before the test begins.

All cellular/mobile phones, pagers or other electronic equipment will NOT be allowed in the testing area.

A non-programmable basic calculator will be provided for you to use during the interview. You will NOT be able to bring or use your own calculator during the interview.

The test has a 2 hour time limit.

You will receive a Test Comment form so that you can make comments about test questions. Write any comments you have and turn it in with your test when you are done.

Study Guide Feedback

At the end of this Guide you have been provided with an Information Guide Feedback page. If a procedure or policy has changed, making any part of this Guide incorrect, your feedback would be appreciated so that corrections can be made.

Test Taking Strategies

Introduction

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

Technique	Remarks
<i>Be confident</i>	<ul style="list-style-type: none"> - If you feel confident about passing the test, you may lose some of your anxiety. - Think of the test as a way of demonstrating how much you know, the skills you can apply, your abilities, the problems you can solve, and your good judgment capabilities.
<i>Be punctual</i>	<ul style="list-style-type: none"> - Arrive early enough to feel relaxed and comfortable before the test begins.
<i>Concentrate</i>	<ul style="list-style-type: none"> - Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes. - If the testing area becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.
<i>Budget your time</i>	<ul style="list-style-type: none"> - Pace yourself carefully to ensure that you will have enough time to complete the test.
<i>Read critically</i>	<ul style="list-style-type: none"> - Read all directions carefully.

Remember the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

Test Information

The **4002 Payroll Support Accountant Performance Test** requires you to perform tasks similar to those performed on the job as a Payroll Support Accountant. The test is designed to assess your ability to read and follow directions, pay attention to details, as well as identify and analyze information from multiple sources. This is done by providing you with several procedures that you will need to read, understand, and follow in order to respond to the questions being asked on the computerized test.

All of the specific information required to answer the questions is provided to you in the test, and no previous technical knowledge is required to be successful.

The Payroll Support Accountant job requires proficiency in the following areas:

- Knowledge of and ability to perform general arithmetic functions (e.g., addition, subtraction, multiplication, division).
- Ability to follow written procedures.
- Ability to read and analyze information from reports.
- Ability to find the root cause of issues/problems.
- Ability to think critically to determine the cause an error.
- Ability to determine the appropriate action to address an error.
- Ability to process large amounts of information from various sources.
- Ability to analyze datasets on spreadsheets.
- Ability to pay attention to detail.

Information Guide Feedback

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

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Human Resources - Performance Assessment Services
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1515 Walnut Grove
Rosemead, CA 91770

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