



Study Guide for Payroll Specialist Test

Test Number: 2820

Human Resources
Talent & Assessment Programs
Southern California Edison
An Edison International Company

REV031119

Introduction

The **2820 Payroll Specialist Test** is a job knowledge test designed to cover the major knowledge areas necessary to perform the job. This Guide contains strategies to use for taking tests and a study outline, which includes knowledge categories, major job activities, and study references. This test is only for SCE employees who have held the Payroll Support Accountant position or are otherwise qualified per the CBA.

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 room, talk, smoke, eat, or drink. Since some tests take several hours, you should consider these factors before the test begins.

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

All questions on this test are multiple-choice or hot spot questions. Multiple choice questions have four possible answers. Hot spot questions have a picture, and you must click the correct spot on the picture to answer the question. All knowledge tests will be taken on the computer. For more information on computer based testing, follow the link: www.edison.com/studyguides and click on Computer Based Testing Information.

The test has a three hour time limit. A scientific calculator will be provided for you to use during the test. The calculator provided during the test session will be one of these models:

- Casio fx-250HC,
- Texas Instruments TI-30XA,
- Texas Instruments TI-36X

You will NOT be able to bring or use your own calculator during testing.

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 a Study 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

The **2820 Payroll Specialist Test** contains multiple-choice questions and may also contain hot spot questions. The purpose of this section is to help you to identify some special features of a multiple-choice test and to suggest techniques for you to use when taking one.

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, 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 possible, select a seat away from others who might be distracting. - If lighting in the room is poor, sit under a light fixture. - If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.
<i>Budget your times</i>	<ul style="list-style-type: none"> - Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.
<i>Read critically</i>	<ul style="list-style-type: none"> - Read all directions and questions carefully. - Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.
<i>Make educated guesses</i>	<ul style="list-style-type: none"> - Make an educated guess if you do not know the answer or if you are unsure of it.

- Changing answers*
- If you need to change an answer, be sure to erase your previous answer completely. On the computer, be sure that the new answer is selected instead of the old one.
- Return to difficult questions*
- If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.
- Double-check math calculations*
- Use scratch paper to double check your mathematical calculations.
- Review*
- If time permits, review your answers.
 - Do the questions you skipped previously.
 - Make sure each answer bubble is completely filled in. Erase any stray marks on your answer sheet. When testing on the computer, make sure each multiple choice question has a green dot next to the correct answer.

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

Job Knowledge Categories

Below are the major job knowledge areas (topics) covered on the **2820 Payroll Specialist Test**. Listed next to each knowledge category is the number of items on the exam that will measure that topic. You can use this information to guide your studying. Some exams also contain additional pretest items. Pretest items will appear just like all of the other items on your exam, but they will not affect your score. They are an essential part of ensuring the **2820 Payroll Specialist Test** remains relevant to successful performance of the job.

There are a total of 70 items on the **2820 Payroll Specialist Test**.

A. SAP Transactions and Reports (11 items)

Knowledge of infotypes and understanding of the following SAP transactions and reports used to validate, input and analyze payroll-related data:

- Remuneration Statement
- Simulation
- Payroll Remuneration Statement
- Basic Employee Data (PA20)
- Update Employee Data (PA61)
- CADO – Timesheet Display Data
- PT_ERL00 – Time Evaluation Messages Analyses
- ZPT_BAL00 – Cumulative Time Evaluation Results
- Wage-type Reporter
- CAT2/Portal – Timesheet Entry

References for SAP Transactions and Reports:

- ✓ ERP Training Reference Guide ZT1100 - Time Data Maintenance
- ✓ ERP Training Reference Guide ZPR100 - Field Payroll Processing

B. Payroll Processes and Procedures (52 items)

Knowledge of absence and attendance codes; knowledge of the tools used to help identify the cause of errors on timesheets; knowledge of IBEW union contract; knowledge of Payroll Procedures; knowledge of Time Data Maintainer - Field Payroll Processing; knowledge of Power Delivery Exempt Employee Supplemental Compensation Guidelines; knowledge of termination action reason codes.

References for SAP Transactions and Reports:

- ✓ IBEW Collective Bargaining Agreement
- ✓ Power Delivery Exempt Employee Supplemental Compensation Guidelines on Portal

C. SCE Human Resource Policies (7 items)

Understanding and interpretation of the following HR policies as they relate to payroll related activities:

- Policy 502 – Job Protected Leave
- Policy 503 – Time Off and Pay for Military Service
- Policy 504 – Vacation
- Policy 506 – Holidays
- Policy 507 – Jury Duty
- Policy 701 – Exempt Employee Work Schedules and Supplemental Pay
- Policy 702 – Non-Exempt Employee Work Schedules and Overtime

References for SCE Human Resource Policies:

- ✓ All policies listed above can be found on SCE Portal

Sample Questions

The following sample questions should give you some idea of the form the test will take.

1. Which SAP transaction would you go into to view an employee's available vacation allowance?
 - a. ZPT-BAL00
 - b. PT60
 - c. CADO
 - d. CAT2

2. What is the best report to run to ensure all employees have met their 80-hour target during a pay period?
 - a. 2180
 - b. PO13
 - c. PPOSE
 - d. NT Summary Report

3. If an employee's travel privileges are not set up properly, the:
 - a. employee's timesheet will not pay properly
 - b. employee will not be able to process an expense report
 - c. employee's badge will not work outside of field location
 - d. employee will not have access to email while on travel status:

Questions 5 - 8 refer to the following scenario:

An Employee's normal work day is 7AM - 3:30PM with ½ hr. for lunch. His/her rate of pay is: \$24.461 Normal Time, \$36.692 Overtime and \$48.922 Doubletime. The employee was called from home at 6AM, worked a normal day and continued to work until released at 7:30PM. An evening meal was taken prior to release.

4. What is the employee's overtime labor earnings? (round to the nearest cent)
 - a. \$110.08
 - b. \$146.77
 - c. \$97.84
 - d. \$207.92

5. What is the employee's double time labor earnings? (round to the nearest cent)
 - a. \$48.92
 - b. \$97.84
 - c. \$293.53
 - d. \$146.76

6. What is the employee's normal time labor earnings? (round to the nearest cent)
 - a. \$195.69
 - b. \$171.23
 - c. \$207.92
 - d. \$293.54

7. How many meals will be provided by the Company?
 - a. 2
 - b. 1
 - c. 3
 - d. 4

Sample Answers

1. A
2. D
3. B
4. A
5. D
6. B
7. B

Study Guide Feedback

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

Southern California Edison
Human Resources – Talent Planning & Programs
G.O. 5, 1st Floor
1515 Walnut Grove Ave.
Rosemead, CA 91770

Test Name: 2820 Payroll Specialist Test

Page	Comments
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____