

One of the Best Ways to Prepare For the PF1 Payroll Fundamentals 1 Exam

Payroll Fundamentals 1

RQ and CRA define a car allowance as reasonable if: correct answers- The allowance is based solely on business kilometres driven in a calendar year

- the amount provided is based on the following government-prescribed reasonable guidelines
- \$0.58 per km for the first 5,000 business km's in the year (\$0.62 in the Yukon, NWT & Nunavut)
- \$0.51 thereafter (\$0.56 for YK, NWT, NT)
- the employer does not reimburse the employee for expenses related to the same use of the vehicle

Personal Driving includes: correct answers- vacation travel

- driving to conduct personal business
- travel between home and work, even if the employer insists the employee drive the vehicle home

Business driving includes: correct answers- driving to existing and prospective clients, points of call, and other office locations of the employer

- when an employee travels directly from home to a point of call, which is not the employer's place of business where the employee regularly reports for work
- when the employees travels home directly from a point of call

Availability (automobiles) correct answersThe number of thirty-day periods that the automobile is available to the employee for the current taxation year. The employee has access to or control over the vehicle.

Automobile correct answersA motor vehicle that is designed or adapted to primarily carry individuals on highways and streets, and has seating capacity of not more than the driver and eight passengers

If a gift or award is given to an employee in cash correct answersThe amount is considered pensionable, insurable and taxable to the employee, subject to all statutory deductions

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National Payroll Institute PF1 Exam Syllabus Topics:

Section	Objectives
Topic 1: Termination of Employment	- Termination processing • 1. Termination pay calculations • 2. Severance payments

Topic 2: Record of Employment	- ROE processing • 1. Electronic filing • 2. ROE completion requirements
Topic 3: Non-Regular Payments	- Special payroll payments • 1. Bonus payments • 2. Vacation pay calculations
Topic 4: Non-Statutory Deductions	- Voluntary deductions • 1. Benefit premiums • 2. Union dues
Topic 5: Payroll Accounting	- Payroll accounting practices • 1. Journal entries • 2. Payroll reconciliations
Topic 6: Employment Income – Allowances, Expenses and Benefits	- Taxable and non-taxable benefits • 1. Allowances and reimbursements • 2. Benefit taxation
Topic 7: Commission Payments	- Commission payroll processing • 1. Commission earnings calculations • 2. Tax treatment of commissions
Topic 8: Year-End Processing	- Federal and provincial year-end reporting • 1. T4 and RL-1 preparation • 2. Year-end reconciliations
Topic 9: Workers' Compensation	- Workers compensation administration • 1. Employer reporting • 2. Premium calculations
Topic 10: Federal Remittances	- Government remittance obligations • 1. Income tax remittances • 2. CPP and EI remittances
Topic 11: New Employee Information	- Employee setup and documentation • 1. Payroll records management • 2. Federal and provincial tax forms
Topic 12: Provincial Remittances	- Provincial payroll requirements • 1. Provincial reporting obligations • 2. Provincial payroll taxes
Topic 13: Employment Income – Regular Earnings	- Regular payroll calculations • 1. Salary and hourly wage calculations • 2. Overtime calculations

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National Payroll Institute Payroll Fundamentals 1Exam Sample Questions (Q14-Q19):

NEW QUESTION # 14

Which of the following is not correct?

- A. Vacation pay reported in Block 17A is reported in Block 15B
- B. Bonus payments reported in Block 17C are also reported in Block 15B
- C. Block 15B is not completed when insurable earnings are reported in Block 15C
- D. Severance payments and retiring allowances are not reported in Block 15B

Answer: C

Explanation:

Option A is not correct. Service Canada's ROE guidance for paper ROEs explains that if you need to complete Block 15C, you do that first, and then you still enter the total insurable earnings in Block 15B. It also reminds employers to include any insurable separation payments entered in Block 17 in both Block 15C (Pay Period 1) and Block 15B totals.

Option C is correct because retiring allowances (often treated as severance-type amounts) are not insurable, so even if they appear in Block 17C, they are not added to Blocks 15B/15C.

Option D is correct because vacation pay paid on separation is reported in Block 17A, and when it is insurable, it must be included in the insurable earnings totals in Block 15B (and Block 15C P.P.1 where applicable).

NEW QUESTION # 15

Which statutory deductions is salary continuance subject to?

- A. All deductions
- B. All deductions except Employment Insurance and Quebec Parental Insurance Plan premiums
- C. All deductions except Employment Insurance premiums
- D. All deductions except Quebec Parental Insurance Plan premiums

Answer: A

NEW QUESTION # 16

Dollar values attributed to something the employer has either provided to an employee or paid for on an employee's behalf are:

- A. Allowances
- B. Earnings
- C. Benefits
- D. Expense reimbursements

Answer: C

Explanation:

The CRA defines a benefit as something the employee receives when the employer pays for or gives something that is personal in nature (a good or service), either directly to the employee or through a third party. CRA's T4130 guide describes a benefit as a good or service you give (or arrange for) such as free use of employer property, and it is the value of that benefit that may need to be included in the employee's income if taxable.

This matches the wording in the question: "dollar values attributed to something the employer has either provided...or paid for...on an

employee's behalf." By contrast, earnings are pay for work performed (salary, wages, commissions). Allowances are fixed amounts paid to help cover anticipated expenses without receipts (often taxable unless an exception applies). Expense reimbursements repay actual business expenses (typically supported by receipts) and are generally not treated as earnings. So the correct classification is Benefits.

NEW QUESTION # 17

National Hardware, an Ontario organization, will be terminating the employment of Emilie St. Germain on October 28, 2019, the last day of the pay period. Emilie started with National Hardware on September 19, 2007. Complete the paper Record of Employment (ROE) for Emilie based on the information provided in the following chart.

Note: Vacationable earnings already include the pay in lieu of notice.

All dates must be entered in the format DDMMYYYY.

Item	Information
Pay period type	Bi-weekly
Social Insurance Number	435837159
First day worked	September 19, 2007
Last day for which paid	October 28, 2019
Final pay period ending date	October 28, 2019
Hours worked per pay	80.00
Pay period earnings	\$1,884.62
Vacation pay rate	6%
Vacationable earnings	\$52,050.00
Pay in lieu of notice	8 weeks
Severance	10 weeks

Paper ROE (Form Reference)

Complete the following paper ROE blocks for Emilie:

Block 6 - Pay period type

Block 8 - Social Insurance Number

Block 10 - First day worked

Block 11 - Last day for which paid

Block 12 - Final pay period ending date

Block 15A - Total insurable hours

Block 15B - Total insurable earnings

Block 17A - Vacation pay

Block 17C - Other monies (Pay in lieu of notice)

Block 17C - Other monies (Severance)

Answer:

Explanation:

See the Below Explanation for complete Solution.

Explanation:

Step 1 - Block 6

Bi-weekly

Step 2 - Block 8

435837159

Step 3 - Block 10

September 19, 2007 # 19092007

Step 4 - Block 11

October 28, 2019 # 28102019

Step 5 - Block 12

October 28, 2019 # 28102019

Step 6 - Block 15A (Total insurable hours)

$80.00 \times 27 = 2160$

Block 15A = 2160

Step 7 - Block 15B (Total insurable earnings)

$\$1,884.62 \times 27 = \$50,884.74$

Block 15B = 50,884.74

Step 8 - Block 17A (Vacation pay)

$\$52,050.00 \times 6\% = \$3,123.00$

Block 17A = 3,123.00

Step 9 - Block 17C (Pay in lieu of notice)

Weekly earnings = $\$1,884.62 \div 2 = \942.31

Pay in lieu = $\$942.31 \times 8 = \$7,538.48$

Block 17C (Pay in lieu of notice) = 7,538.48

Step 10 - Block 17C (Severance)

Severance = $\$942.31 \times 10 = \$9,423.10$

Block 17C (Severance) = 9,423.10

NEW QUESTION # 18

What information is required to calculate the standby charge, the reduced standby charge, and the operating cost benefit for a company-owned automobile?

- A. Capital cost, total kilometres, personal kilometres, and business kilometres
- **B. Capital cost, sales tax, availability, total kilometres, business kilometres, and personal kilometres**
- C. Capital cost, availability, business kilometres
- D. Capital cost, sales taxes, availability

Answer: B

Explanation:

CRA's automobile benefit calculations require multiple data points because there are usually two components: the standby charge (vehicle availability) and the operating expense benefit (personal driving where the employer pays operating costs). CRA's guidance on employer-provided automobiles explains that standby charge calculations use the automobile's cost (capital cost) including applicable taxes and the time the vehicle was available to the employee, while the reduced standby charge and operating benefit depend on kilometres driven and the split between business and personal use.

To determine whether a reduced standby charge applies, you need availability plus business-use requirements (which are evidenced through total/business kilometres). To calculate the operating expense benefit, you need personal kilometres (often derived from total kilometres minus business kilometres) or detailed personal km directly.

Therefore, the complete and correct set of required inputs is: capital cost (with sales tax), availability, total kilometres, business kilometres, and personal kilometres—which is option D.

NEW QUESTION # 19

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