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Fundamental Payroll Certification Questions and Answers 100% Correct | Updated 2024

Employee - ANSWER ☒ Anyone who performs services for you is generally your employee if you can control what work is accomplished and how it is accomplished.

Common-law employees - ANSWER ☒ A worker whose services are performed under common-law rules for an employer is his or her employee if that employer controls what and how the job will be done.

Independent contractor - ANSWER ☒ A payer has control of the work done by an independent contractor, and not the means and methods of finishing the job.

Statutory employee - ANSWER ☒ Workers come under common law rules and are independent contractors by statute for certain employment tax purposes if they fall within any one of several categories.

Statutory non-employee - ANSWER ☒ Statutory non-employees fall under two categories. They are real estate agents and direct sellers.

Temporary help services and personnel - ANSWER ☒ Employees are hired by temporary help services and send the workers to

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To sit for the APA FPC-Remote Certification Exam, candidates must have at least two years of payroll work experience, a high school diploma, and a desire to improve their career in the payroll department. Fundamental Payroll Certification certification exam covers various areas of payroll management, including compliance with federal laws, payroll calculations, and record-keeping. By passing the exam, candidates can become more knowledgeable about the latest payroll industry trends and practices, setting themselves apart from their peers.

APA Fundamental Payroll Certification Sample Questions (Q18-Q23):

NEW QUESTION # 18

An upgrade to a payroll system can impact all of the following documentation within the payroll department EXCEPT:

- A. Standard operating procedures
- **B. Union contracts**
- C. Business continuity plans
- D. User manuals

Answer: B

Explanation:

Comprehensive and Detailed Explanation:

A payroll system upgrade affects documentation related to payroll processing but does not change union contracts.

Option A (User manuals): Correct - New system features require updated manuals for payroll staff.

Option C (Business continuity plans): Correct - System changes must be included in disaster recovery plans.

Option D (Standard operating procedures - SOPs): Correct - Payroll procedures need updates for new workflows.

However, union contracts (Option B) remain unchanged unless a new agreement is negotiated.

Reference:

Payroll.org - Payroll System Implementation Best Practices

IRS - Payroll System Compliance Requirements

NEW QUESTION # 19

When a payer receives a "B" Notice, it must send a copy of the notification to the payee within:

- A. 15 days.
- B. 60 days.
- C. 90 days.
- **D. 30 days.**

Answer: D

Explanation:

A "B" Notice (Backup Withholding Notice) is sent by the IRS when a payee's taxpayer ID does not match records.

The employer must notify the payee within 30 days to correct their details.

Failure to comply results in backup withholding of 24% on future payments.

Reference:

IRS Publication 1281 (Backup Withholding Notices)

NEW QUESTION # 20

How would each of the following be posted?

- **A. decrease in liability account**
- **B. increase an expense account**
- **C. decrease an asset account**
- **D. increase a revenue account**
- **E. increase in asset account**

Answer: A,B,C,D,E

NEW QUESTION # 21

A company has engaged an individual to write a sales contract. The individual receives a flat amount for the task and has an assigned time frame for completion. This individual is classified as a(n):

- A. Leased Employee
- B. Commissioned Salesperson
- **C. Independent Contractor**
- D. Administrative Employee

Answer: C

Explanation:

Comprehensive and Detailed Explanation:

An Independent Contractor is someone who:

Is not under the direct control of the employer

Is paid per project rather than hourly or salary

Provides services for multiple clients

Option A (Leased Employee) is incorrect because a leased employee works for a staffing agency, not as an independent contractor.

Option B (Administrative Employee) is incorrect because administrative roles are W-2 employees.

Option D (Commissioned Salesperson) is incorrect because commissioned employees earn based on sales, not project completion.

Reference:

IRS - Independent Contractor vs. Employee Guidelines

Payroll.org - Classification of Workers for Payroll Compliance

NEW QUESTION # 22

Payroll standard operating procedures should be updated no less frequently than:

- A. When management changes
- B. Annually
- **C. When revising workflow**
- D. Quarterly

Answer: C

Explanation:

Comprehensive and Detailed Explanation:

Payroll Standard Operating Procedures (SOPs) must be regularly updated to maintain compliance and accuracy.

Best practice is to update SOPs whenever workflows change (Option C).

Option A (Annually) is incorrect because waiting a full year could lead to outdated procedures.

Option B (Quarterly) is incorrect unless payroll processes are highly dynamic.

Option D (When management changes) is incorrect because processes may change independently of leadership changes.

Reference:

Payroll.org - Payroll Policies and Procedures Best Practices

IRS - Payroll Compliance Guidelines

NEW QUESTION # 23

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