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APA FPC-Remote Exam Syllabus Topics:

Topic	Details
Topic 1	• Audits: This section of the exam measures the skills of Internal Auditors and covers the essential controls and procedures required to ensure payroll accuracy and compliance. Candidates must understand internal controls, payroll system controls, and accounting system controls to detect and prevent errors. They must also be well-versed in payroll audit policies and procedures to maintain compliance with industry and regulatory standards.
Topic 2	• Compliance • Research and Resources: This section of the exam measures the skills of Compliance Analysts and covers the essential legal and regulatory requirements that impact payroll operations. Candidates must understand escheatment laws, reporting obligations, and record retention policies to ensure proper documentation and compliance. They are also required to be familiar with penalties for non-compliance and navigate global payroll regulations as businesses expand across international markets.

Topic 3	• Payroll Process and Supporting Systems and Administration: This section of the exam measures the skills of Payroll Administrators and covers the key components of payroll systems and administration. Candidates must be able to maintain accurate payroll master files, understand core payroll functionalities, and ensure payroll systems support seamless processing. Knowledge of business continuity planning is also critical to safeguard payroll operations in case of disruptions.
Topic 4	• Accounting: This section of the exam measures the skills of Payroll Accountants and covers the financial aspects of payroll processing. Candidates must understand payroll journal entries, financial reporting principles, and account reconciliation processes. A solid grasp of payroll-related accounting principles is crucial for ensuring accurate financial records and regulatory compliance.FPC-Remote
Topic 5	• Payroll Administration and Management: This section of the exam measures the skills of Payroll Managers and covers essential administrative processes, policies, and communication strategies necessary for effective payroll management. Candidates must be familiar with intradepartmental agreements that define payroll responsibilities and procedures. Additionally, strong customer service and communication skills are required to address payroll-related inquiries and ensure a smooth payroll experience for employees.

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APA Fundamental Payroll Certification Sample Questions (Q11-Q16):

NEW QUESTION # 11
Specifying a defined response time for an employee's payroll-related question is a component of a Payroll Department's:

- A. Standards of Excellence
- B. Time Management
- C. Service Level Agreement
- D. General Service Contract

Answer: C

Explanation:
Comprehensive and Detailed Explanation:AService Level Agreement (SLA) (Option B)outlines theexpected response times and resolution timesfor payroll inquiries. This ensures that payroll staff provide timely assistance to employees.
* Option A (General Service Contract)applies toexternal service providers, not internal payroll departments.
* Option C (Standards of Excellence)refers tobroad performance benchmarks, but it does not include specific response times.
* Option D (Time Management)relates topersonal efficiency, not defined service expectations.
Reference:
Payroll.org - Payroll Service Level Agreements Best Practices
HR Compliance Guide - Payroll Inquiry Handling

NEW QUESTION # 12
A willful violation of child labor laws, that does NOT involve serious harm or death, can result in a fine of up to:

- A. $2,203.00
- B. $1,000.00
- C. $10,000.00
- D. $13,227.00

Answer: D

Explanation:
The Fair Labor Standards Act (FLSA) establishes child labor laws, and violations can result in fines.
As of recent updates, the penalty for a willful violation of child labor laws is $13,227.00 (adjusted annually).
If serious injury or death occurs, penalties increase significantly.
Reference:
FLSA Child Labor Penalty Guidelines (DOL)
Wage and Hour Division (DOL)

NEW QUESTION # 13

The types of accounts used by businesses to classify transactions are:

- A. Asset, Liability, Expense, Revenue, and Equity
- B. Revenue, Expense, Cash, and Net Income
- C. Asset, Expense, Revenue, Inventory, and Equity
- D. Inventory, Revenue, Equity, and Cash

Answer: A

Explanation:
Comprehensive and Detailed Explanation:
Business transactions are classified using five main types of accounts:
Asset - Resources owned (e.g., cash, equipment, accounts receivable).
Liability - Amounts owed (e.g., payroll taxes, loans).
Expense - Costs incurred to operate the business (e.g., payroll expenses).
Revenue - Income earned (e.g., sales, service fees).
Equity - Owner's interest in the business (e.g., retained earnings).
Option A is incorrect because "Inventory" is a type of asset, not a separate category.
Option C is incorrect because "Cash" is a subcategory of assets, not a primary account type.
Option D is incorrect because "Net Income" is the result of revenues minus expenses, not a separate account category.
Reference:
GAAP Accounting Principles - Types of Accounts
Payroll.org - Payroll Accounting Classification

NEW QUESTION # 14

An employee hired on July 1, 2021, terminates employment on September 30, 2022. What is the earliest date the employer may dispose of the Form I-9?

- A. September 30, 2023
- B. July 1, 2023
- C. September 30, 2024
- D. July 1, 2024
- E. S. Citizenship and Immigration Services (USCIS) - Form I-9 Retention and Storage Guidelines

Answer: C

Explanation:
Payroll.org - Employer Compliance for I-9 Forms
Explanation:
Comprehensive and Detailed Explanation:
Under Form I-9 retention rules, an employer must retain the form for the later of:
Three years from the date of hire, or
One year from the termination date.
Employee hired on July 1, 2021 → Three years from hire date = July 1, 2024 Employee terminated on September 30, 2022 →
One year from termination = September 30, 2023 Since the latest date is September 30, 2024, that is the earliest date the employer may dispose of the Form I-9.

NEW QUESTION # 15

To reconcile a general ledger tax liability account balance, verify all of the following items EXCEPT:

- A. Account activity against the quarterly returns
- B. Account entries against the payroll register
- C. Entries from company accountants
- D. Checks issued by accounts payable

Answer: C

Explanation:
Comprehensive and Detailed Explanation:Toproperly reconcile payroll tax liability accounts, the following steps are performed:
* Compare account entries against payroll registers (C)- Ensures wages, deductions, and taxes are posted correctly.
* Verify checks issued by accounts payable (B)- Confirms tax payments were made.
* Match account activity with quarterly tax returns (D)- Ensures payroll taxes were reported correctly on Form 941.
* Option A (Entries from company accountants) is incorrectbecauseaccountants do not create payroll entries; payroll is recordedbased on actual payroll transactions, not estimates or adjustments fromaccountants.
Reference:
GAAP Accounting Standards - Payroll Tax Liability Reconciliation
Payroll.org - Best Practices for Payroll Tax Account Reconciliation

NEW QUESTION # 16

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The Fundamental Payroll Certification (FPC-Remote) certification is a valuable credential that every APA professional should earn it. The APA FPC-Remote certification exam offers a great opportunity for beginners and experienced professionals to demonstrate their expertise. With the Fundamental Payroll Certification (FPC-Remote) certification exam everyone can upgrade their skills and knowledge. There are other several benefits that the FPC-Remote Exam holders can achieve after the success of the Fundamental Payroll Certification (FPC-Remote) certification exam. However, you should keep in mind to pass the APA FPC-Remote certification exam is not an easy task. It is a challenging job.

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