

Certificate in University Financial Management Employing Students & Payroll – Practice Quiz

PART 1: Multiple Choice

Circle the correct response(s) for each question.

1. How should 1 hour and 45 minutes of work be correctly entered on a Web Timesheet?
 - a. 1.45
 - b. $1 \frac{3}{4}$
 - c. 1 hr. 45 min.
 - d. 1.75
 - e. 1.8

2. What happens if no federal (W-4) or state (VA-4) tax withholding forms are on file in the Payroll Office?
 - a. No taxes will be withheld.
 - b. Only FICA tax will be withheld.
 - c. Only state tax will be withheld based on single/married filing separately status with one additional entry.
 - d. Federal and state taxes will be withheld based on single/married filing separately status with no additional entries.
 - e. Federal and state taxes will be withheld based on single/married filing separately status with one additional entry.

3. What statements are true about Direct Deposit of pay?
 - a. Direct Deposit is required for all new hires.
 - b. To change banking information, submit a new Direct Deposit Authorization Form.
 - c. When an employee has a break in service (i.e., employee reached 1500 hours), direct deposit remains active.
 - d. If banking information changes, pay may be transmitted to an incorrect bank or bank account if no new Direct Deposit Authorization Form is submitted.
 - e. When a full-time or hourly employee terminates employment, Direct Deposit is terminated after the last regular check or leave payout is processed.

4. What statements are true if a student hourly wage or stipend student wants to continue working for your department in the summer, but plans to take less than six (6) credit hours during summer semester (circle all that apply)?
 - a. The student must be pre-registered for fall classes.
 - b. The department must have sufficient funds in 4999 to cover FICA.
 - c. FICA taxes are withheld from the student's pay.
 - d. All of the above.

5. A regular student must be enrolled for 6 credits in order to be employed in 4025. What is the minimum number of credits a Federal Work Study student must be enrolled in order to be employed in 4028?
 - a. 12 credits
 - b. 6 credits
 - c. 3 credits
 - d. 4 credits

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PART 2: True or False

Indicate whether the following statements are true (T) or false (F).

- ___ 1. All employees should complete federal and state income tax withholding forms.
- ___ 2. The check distribution org code tells the mailroom where to deliver paychecks.
- ___ 3. If a student employee gets overpaid due to a processing error, the student is entitled to keep all of the money.
- ___ 4. According to Federal Law, an employee may begin work before completing the I-9 Process.
- ___ 5. Proxies must be fulltime budgeted employees within ODU and be at a position level equal or higher than the Approver.
- ___ 6. Student employees may generally work more than 20 hours per week.
- ___ 7. During the same week, a student works for Department A for 25 hours and Department B for 20 hours. The student is NOT eligible for overtime.

Match the Following:

- | | |
|------------------|---------------------------------|
| 1. ___ 4022/4122 | A. Federal Work Study |
| 2. ___ 4023/4123 | B. Student Hourly (FICA exempt) |
| 3. ___ 4025 | C. Graduate Teaching Assistant |
| 4. ___ 4028 | D. Graduate Research Assistant |

ANSWERS:

PART 1:

- 1. E
- 2. D
- 3. A, B, C, D, E
- 4. D
- 5. B

PART 2:

- 1. T
- 2. T
- 3. F
- 4. F
- 5. T
- 6. F
- 7. F

MATCHING:

- 1. C
- 2. D
- 3. B
- 4. A