



Professional Certification Program

Bulletin of Information

ADP Certified Payroll Specialist in Pay eXpert

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General Information

ADP Professional Certification Program

The ADP Professional Certification Program sets the standard for excellence. This program establishes standards for professional knowledge and practical experience in using and applying ADP products. Certification from the industry leader proves that participants have the necessary skills to perform a mission-critical job!

The goals of the ADP Professional Certification Program are to:

- Validate knowledge of and proficiency using ADP products
- Ensure that payroll administrators have the critical knowledge and skills to succeed
- Increase productivity
- Confirm a newly hired employee's level of competence and skill
- Recognize those who meet the requirements of the ADP Professional Certification Program

ADP Certified Payroll Specialist in Pay eXpert Exam

Eligibility

The ADP Professional Certification Program is a voluntary program available to anyone seeking ADP product certification. However, it is strongly recommended that ADP Certified Payroll Specialist in Pay eXpert candidates:

- Complete the standard ADP's Pay eXpert® training class
- Gain a minimum of six months of experience using Pay eXpert, including year-end processing

Certification Preparation Courses

Three Pay eXpert refresher courses have been created to assist candidates in preparing for the exam. For more information, see Appendix A: Certification Preparation Courses.

Exam Schedule and Fees

The following table lists the ADP Certified Payroll Specialist in Pay eXpert exam dates:

Exam	Fee	Registration Opens	Testing Period	Comments
Pay eXpert	\$200	February 1	March 15 to May 15	Spring exam window
		August 1	September 1 to October 31	Fall exam window

Retakes

Candidates who fail the exam must wait until the next testing window before retaking the exam. Candidates who fail the exam on the second attempt must wait one full year from the date of the

second attempt to retake the exam. Candidates who retake the exam must pay the full exam fee at each attempt.

Test Center Locations

ADP professional certification exams are administered by Pearson VUE through a network of more than 200 Pearson Professional Centers in cities throughout the U.S. and its territories. Test center hours are typically from 9:00 a.m. to 5:00 p.m. The test centers are listed in Appendix A of this bulletin (locations are subject to change). For the location of the test center nearest you, visit <http://www.pearsonvue.com/vtclocator>.

Exam Registration

To register for the ADP Certified Payroll Specialist in Pay eXpert exam, candidates need to:

1. Identify a conveniently located Pearson VUE testing center (see the preceding Test Center Locations information).
2. Schedule an exam appointment with Pearson VUE using one of the following methods:
 - Web: <http://www.pearsonvue.com/adp>
 - Phone: 1-877-321-EXAM (3926), Monday to Friday 7:00 a.m. to 7:00 p.m. Central Time

Note: Appointments are filled on a first-come, first-served basis. Candidates should register early to secure the date and time of their choice.

After scheduling the exam, candidates will receive an e-mail confirmation from Pearson VUE that includes the address, phone number, and directions to the test center as well as the name, date, and time of the exam and other important information.

Canceling or Rescheduling an Exam Appointment

Candidates who need to cancel or reschedule an appointment must call Pearson VUE at 1-877-321-EXAM (3926) by noon at least 24 hours before the scheduled appointment. (Saturday is *not* considered a business day.) Candidates can also cancel an appointment from the Web site, but online cancellations must be made at least two business days before the scheduled appointment.

Note: Exam appointments *cannot* be canceled or rescheduled by leaving a message on an answering machine.

Refund Policy

Exam fees are refundable only if appointments are changed or canceled at least 24 hours before the appointment time.

Candidates who miss an appointment, cancel too late, or arrive too late (15 minutes past the scheduled exam appointment) will forfeit all registration fees.

Substitutions

Substitutions are not allowed for ADP professional certification exams. Candidates may not trade appointments or send an alternate candidate to take the exam at the scheduled appointment time.

Weather Delays/Cancellations

In cases of inclement weather or some other factor, candidates can phone the Pearson VUE Call Center at 1-877-321-EXAM (3926) to inquire about test center closing information. It is the candidate's responsibility to keep the appointment if the test center is open.

In the event of a test center closing, Pearson VUE will try to contact all affected candidates to reschedule. Candidates may also call Pearson VUE themselves to reschedule.

Special Testing Accommodations

ADP complies with the Americans with Disabilities Act (ADA) and can provide special arrangements when ADA requirements are met. Candidates who require ADA accommodations should notify ADP and provide documentation from a physician or other appropriate authority on official letterhead that identifies the disability and the need for the requested accommodations. Send requests to:

ADP
c/o Professional Certification Program
15 Waterview Blvd. MS 940
Parsippany, NJ 07054
USA

Candidates who have requested and qualify for special accommodations will receive written approval from ADP. Candidates who require ADA accommodations should not schedule an exam appointment until they have received a letter from ADP with special instructions on scheduling ADA appointments.

Taking the Exam

Exam Description

Candidates will have two hours to complete the exam and a brief post-exam survey. One hour and forty-five minutes has been allocated for answering the questions.

The ADP Certified Payroll Specialist in Pay eXpert exam is made up of approximately 75 multiple-choice questions and is based on concepts and experiences that should be familiar to a proficient payroll administrator with year-end experience using Pay eXpert. The concepts and topic areas of the exam are derived from a training analysis study. The approximate percentage of questions in each area is shown in the following list:

I. Working with ADP and the AutoPay System (27%)

- Client setup responsibilities
- ADP's setup responsibilities
- The setup tasks the client completes with ADP
- System security
- Automatic Pay guidelines
- Company codes, file numbers, and validation tables
- Temporary and permanent employee information
- System and company options
- Automatic Pay and when it should be used
- Starting a new payroll cycle
- Information available on the ADP Payroll Schedule
- Scheduled deductions
- ADP payroll week number

II. Payroll Cycle (17%)

- Steps needed to complete a payroll
- Purpose of each step
- Determining progress through the cycle
- Software organization (where to find information)
- Communicating with ADP (includes submitting and loading files)

III. Payroll Output Review (19%)

- Payroll output and troubleshooting
- Reconciling quarterly reports and year-end topics

IV. Employee Maintenance (16%)

- Hiring a new employee
- Terminating an employee
- Changing employee data
- Entering deductions and goal amounts

- Setting up direct deposits
- Verifying entries using audit reports

V. Entering Pay Information (13%)

- Entering a paydata batch using grids
- Totaling and correcting batches
- Adjusting and replacing scheduled and one-time tax deductions
- Verifying input using audit reports (paydata)
- Creating and using custom paydata grids
- Making pay entries
- Third-party sick pay

VI. Manual Checks/Voids/Reversals and Completing the Payroll Process (8%)

- The QuickCalc process
- What-if scenario requests
- Manual checks (voids and reversals)
- Loading files
- Submitting files

Note: Exams are offered in English only.

Study Strategies

Because study alone cannot replace the hands-on experience required to address certification questions successfully, the following study guidelines are offered as a way to help you prepare for the exam:

- Use the Pay eXpert Certification Study Sheet in Appendix E to review the outline of topics covered on the exam. Mark any topics that seem unfamiliar. Keep in mind that you may be required to answer questions on features not currently used by your company.
- Take the practice test questions located in Appendix F. Note the section number of any questions answered incorrectly. Mark the corresponding section on the Pay eXpert Certification Study Sheet.
- Review the suggested study resources associated with the items marked on the Pay eXpert Certification Study Sheet.
- Consider taking one or more certification preparation courses described in Appendix A of this bulletin.

Tips for Taking the Exam

Candidates should keep the following tips in mind when taking the exam:

- Answer all questions.
- Eliminate answers that are obviously incorrect.
- Skip questions you are unsure of and come back to them.
- Do not expect trick questions – there are none, and there is always one correct answer.
- Do not overanalyze the questions.
- Be aware of the two-hour time limit.

Checking In

Candidates must report to the test center no later than 15 minutes prior to the scheduled appointment time to allow time for check-in procedures. Candidates who arrive late will not be admitted.

Identification

When checking in at the Pearson VUE test center, candidates are required to provide two forms of identification: a primary ID and a secondary ID. Both IDs must be valid (not expired) and must exactly match the name used to register for the exam. Examples of primary and secondary IDs follow. Call your local Pearson VUE test center if you have any questions about IDs.

Primary ID (includes photo and signature):

- Government-issued driver's license
- State ID
- Military ID
- Passport

Secondary ID (includes signature):

- U.S. social security card
- Employee ID or work badge
- Bank automatic teller machine (ATM) card
- School ID
- Alien registration (green card)
- Credit card
- Other government-issued ID
- Any form of ID on the primary list

Candidates who do not have the proper ID will not be admitted to the test center and will forfeit their testing fee.

Upon checking in, candidates will be asked to provide a digital signature for identification purposes.

Computer Experience

Candidates do not need extensive computer experience to take the computer-based exam. Before beginning the exam, instructions will display on the screen explaining how to navigate through the test.

Test Center Environment

Pearson VUE test centers provide computerized testing for many organizations. Other tests may be administered in the test center at the same time as the ADP exam.

Test center administrators try to maintain a comfortable temperature in the testing rooms. In spite of these efforts, the room may be too cool or too warm for an individual's preference. Candidates should dress accordingly.

Notes and Calculators

Test center administrators will provide an erasable note board and pen, which may be replaced as needed during testing but which may not be removed from the testing room at any time. Candidates are not allowed to take scratch paper or pencils into the testing room.

A calculator will be provided on the computer, or candidates may request a handheld calculator from a test center administrator. Personal calculators are not permitted.

Requesting Assistance

Candidates who need assistance for any reason should raise their hands to notify a test center administrator.

Note: Test center administrators are not trained to answer specific questions related to ADP exam programs.

Test Center Rules

Maintaining a standardized testing environment ensures that the exam results of all candidates are earned under comparable conditions and represents fair and accurate measurement. All candidates must adhere to the following regulations:

- No reference material may be brought into the testing room.
- No papers, pamphlets, books, food, or purses are allowed in the testing room. Do not take large bags, textbooks, notebooks, and so on to the test center. Candidates are required to leave personal belongings in secure storage, but space is limited so candidates should plan accordingly. Test centers assume no responsibility for candidates' personal belongings.
- No unauthorized testing aids are permitted in the testing room. This includes, but is not limited to, calculators, pens, rulers, highlighter pens, stereos or radios with headphones, watches, dictionaries, translators, or electronic devices.
- Pagers and portable telephones are not allowed in the test center. Candidates may not leave the room in which the exam is being administered to make telephone calls.
- Eating, drinking, or smoking is not allowed in the testing room.
- Waiting areas at the test centers are small. Friends, relatives, or children who accompany candidates to the test center will not be permitted to wait in the test center or to contact anyone in the exam room.
- Candidates who need to leave the testing room for personal reasons must first obtain permission from a test center administrator. No additional time is allowed to make up for time lost due for leaving the room. Checking notes or textbooks or meeting with other individuals is considered misconduct.

Nondisclosure Agreement

At the beginning of the testing session, a nondisclosure agreement will display on the computer screen. Candidates must accept the terms of the agreement to proceed with the exam. By accepting these terms, candidates agree to not disclose exam questions in any form or remove them from the test center. See Appendix C to review the Nondisclosure Agreement.

Exit Survey

Candidates will be asked to complete a brief survey at the conclusion of the exam, evaluating their testing experience. Candidates should feel free to forward additional comments to ADP within five business days of taking the exam to the following address:

ADP
c/o Professional Certification Program
15 Waterview Blvd. MS 940
Parsippany, NJ 07054
USA

Security Measures

Numerous security measures are enforced during test administration to ensure the integrity of the ADP exam. Be aware that candidates will be observed at all times while taking the exam. This includes direct observation by test center administrators, as well as video and audio recording of the testing session.

Candidate Misconduct

Any irregular behavior during the exam will constitute grounds for expulsion from the exam and for ADP to take appropriate action. Examples of misconduct include, but are not limited to:

- Failing to provide acceptable identification
- Giving or receiving unauthorized help
- Attempting to take the exam for someone else
- Using notes, books, or other unauthorized aids
- Bringing materials to the test center that may compromise the exam administration
- Eating or drinking during the exam
- Attempting to remove test questions from the room
- Failing to follow the test center administrator instructions or any instructions presented by the computer
- Using scratch paper
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam
- Creating a disturbance of any kind

When a testing administrator reports a case of misconduct to ADP, ADP reviews the evidence and the impact of the conduct on the obtained score. If it is decided that a score has been obtained unfairly, ADP has the right to cancel the candidate's test score.

In this and other reported cases of misconduct, ADP, at its sole discretion, will decide whether a candidate may retake the exam, whether fees will be refunded, or whether alternative action will be taken.

Denial of Certification

Certification will be denied or revoked for any of the following reasons:

- Misrepresenting or falsifying application information
- Violating testing procedures
- Failing to pass the exam

Note: Appeals can be made to the Certification Board for certification denials or revocations.

After the Exam

Score Information

Candidates will receive a score report at the end of the exam. The score report will indicate whether the candidate received a Pass or Fail grade.

The passing score for the ADP Certified Payroll Specialist in Pay eXpert exam was established by a committee of experts in the Pay eXpert product. The score was then converted to a scaled score, allowing for comparison between test forms. The scale for the exam ranges from 200 to 500, with the minimum passing score set at 400. Scaled scores are reported to ensure that the overall score represents the same level of knowledge from one form of the exam to another.

Candidates who achieve an overall scaled score of 400 or higher will have the word “Pass” printed on their score reports. Candidates who score below the 400 will have the word “Fail” printed on their score reports along with their scaled overall score.

Diagnostic scores indicating performance in each major content area are included at the bottom of the score report. These scores allow candidates to evaluate their own performance within major content areas and help those who failed the exam prepare for a retake.

To maintain the integrity of the exam, questions and answers will not be made available for review. Neither Pearson VUE nor ADP will provide a list of the questions answered incorrectly or correctly. The only information available regarding a candidate’s performance is provided on the score report.

Exam Reliability and Validity

The reliability and validity of the Pay eXpert exam have been confirmed through statistical analyses of beta exam scores. This process ensures that any ambiguity in individual test questions has been eliminated and that the questions do indeed address payroll concepts appropriate for candidates sitting for the Pay eXpert exam.

Attainment of Certification

Candidates who pass the ADP Certified Payroll Specialist in Pay eXpert exam will receive a certificate and be entitled to use the letters ADP-CPS (ADP Certified Payroll Specialist) after their name. Please allow six to eight weeks for delivery.

Certification Renewal

ADP professional certification is valid for three years following the year in which certification is obtained. For example, the CPS status of those certified during 2009 will expire on December 31, 2012.

ADP will mail all CPSs an advance notice of their applicable renewal deadline by March 1 of the year in which they need to renew. It is the responsibility of each CPS to contact ADP to report name and mailing address changes before the deadline.

Use of Certification

The ADP Professional Certification Program is voluntary, and certification is conferred by ADP solely for the purposes stated in this bulletin of information. The ADP Professional Certification Program was neither designed for nor intended to be used as a tool for selecting, promoting, or classifying your employees.

Appendices

Appendix A: Certification Preparation Courses

Certification Refresher Series

Three refresher courses are available to help prepare candidates for the certification exam. Each course reviews topics and sample questions similar to those found on the exam. The courses are optional and candidates are not required to take the courses to register for or pass the exam.

The courses are instructor-led and delivered online in conjunction with a conference call. The dates and times when each course will be offered are available by viewing the course catalog found on <http://www.pearsonvue.com/adp>.

There are no prerequisites, so courses can be taken in any order. Each course is one hour and thirty minutes in duration and the registration fee for each course is \$95.

The following table shows how each refresher course relates to the exam sections found under the Exam Description found on pages 4-5 of this bulletin. Please read the course description for more details.

Course	Exam Section
Learning More about AutoPay Processing Tasks	I, II, V, VI
Learning Advanced Features and Tasks	I, IV, V
Learning Year-End Processing Tasks	III

Courses

Learning More about AutoPay Processing Tasks

This virtual course reviews the basic payroll processing tasks and AutoPay. Topics include completing payroll cycle, setup, and processing tasks; using AutoPay features, including Automatic Pay and deductions; and preparing for the ADP Certified Payroll Specialist Exam.

Prerequisites: None

Course Length: 90 minutes

Delivery Method: Online

Continuing Education Credits: RCH 1.5, CPE 1.5, CEU 0.15

Cost: \$95.00

Register Online: <http://www.pearsonvue.com/adp> and click the Certification Preparation Courses link.

Exam-Related Topics

- AutoPay system
 - Temporary and permanent employee information
 - Automatic Pay guidelines
 - Payroll cycle
- Entering pay information
- Manual checks/voids/reversals
- Completing the payroll process

Learning Advanced Features and Tasks

This virtual course reviews the custom and advanced features of your payroll solution. Topics include customizing your software to fit your needs, completing advanced employee maintenance and paydata entry tasks, and preparing for the ADP Certified Payroll Specialist Exam.

Prerequisites: None

Course Length: 90 minutes

Delivery Method: Online

Continuing Education Credits: RCH 1.5, CPE 1.5, CEU 0.15

Cost: \$95.00

Register Online: <http://www.pearsonvue.com/adp> and click the Certification Preparation Courses link.

Exam-Related Topics

- Working with ADP
 - ADP's setup responsibilities
 - Client setup responsibilities
- Entering pay information
 - Creating and using custom paydata grids
- AutoPay system
 - System and company options

Learning Year-End Processing Tasks

This virtual course reviews how to complete quarter- and year-end processing tasks, reconcile quarter- and year-end reports, complete year-end adjustments, and prepare for the ADP Certified Payroll Specialist Exam.

Prerequisites: None

Course Length: 90 minutes

Delivery Method: Online

Continuing Education Credits: RCH 1.5, CPE 1.5, CEU 0.15

Cost: \$95.00

Register Online: <http://www.pearsonvue.com/adp> and click the Certification Preparation Courses link.

Exam-Related Topics

- Payroll output review
 - Reconciling quarterly reports and year-end topics

Appendix B: Test Center Locations

The ADP Professional Certification Program exam is administered by Pearson VUE, a division of Pearson, through a network of more than 200 testing centers in cities throughout the United States and its territories. Test centers are subject to change.

ALABAMA

Birmingham
Decatur
Dothan
Mobile
Montgomery

ALASKA

Anchorage

ARKANSAS

Fort Smith
Little Rock
Texarkana

ARIZONA

Mesa
Phoenix
Tucson

CALIFORNIA

Anaheim
Fresno
Gardena
Oakland
Ontario
Pasadena
Redding
Roseville
San Diego
San Francisco
San Jose
Santa Maria
WestLake Village

COLORADO

Greenwood Village
Pueblo
Westminster

CONNECTICUT

Wallingford
Wethersfield

DELAWARE

Dover
Newark

DISTRICT OF COLUMBIA

Washington

FLORIDA

Gainesville
Jacksonville
Miami
Orlando
Plantation
Port Charlotte
Tallahassee
Tampa

GEORGIA

Albany
Atlanta
Augusta
Macon
Savannah

HAWAII

Honolulu

IDAHO

Boise

ILLINOIS

Chicago
Marion
Matteson
Peoria
Schaumburg
Springfield

INDIANA

Evansville
Fort Wayne
Indianapolis
Merrillville
Terre Haute

IOWA

Coralville
Davenport
Sioux City
West Des Moines

KANSAS

Hays
Topeka
Wichita

KENTUCKY

Lexington
Louisville

LOUISIANA

Baton Rouge
Metairie
Shreveport

MAINE

Bangor
Westbrook

MARYLAND

Baltimore
Bethesda
Columbia
Salisbury

MASSACHUSETTS

Boston
Springfield
Waltham
Worcester

MICHIGAN

Ann Arbor
Grand Rapids
Lansing
Marquette
Southfield
Troy

MINNESOTA

Bloomington
Brooklyn Park
Eagan
Hermantown
Rochester

MISSISSIPPI

Ridgeland
Tupelo

MISSOURI

Columbia
Kansas City
Springfield
St. Louis

MONTANA

Billings
Helena

NEBRASKA

Lincoln
North Platte
Omaha

NEVADA

Las Vegas
Reno

NEW HAMPSHIRE

Concord

NEW JERSEY

Atlantic City
Lyndhurst
Princeton
Somerset

NEW MEXICO

Albuquerque

NEW YORK

Albany
Brooklyn
East Syracuse
Endicott
Islandia
New York
Rego Park
Rochester
Staten Island
Utica
Watertown
White Plains
Williamsville

NORTH CAROLINA

Asheville
Charlotte
Greenville
Raleigh
Wilmington
Winston-Salem

NORTH DAKOTA

Bismarck
West Fargo

OHIO

Bath
Beachwood
Cincinnati
Columbus
Dayton
Gahanna
Maumee
Westlake

OKLAHOMA

Oklahoma City
Tulsa

OREGON

Beaverton
Medford
Salem

PENNSYLVANIA

Allentown
Erie
Harrisburg

Horsham
Lancaster
Pittsburgh
Scranton
Wayne

RHODE ISLAND

Warwick

SOUTH CAROLINA

Columbia
Greenville
North Charleston

SOUTH DAKOTA

Sioux Falls

TENNESSEE

Chattanooga
Johnson City
Knoxville
Memphis
Nashville

TEXAS

Abilene
Amarillo
Bellaire
Corpus Christi
Dallas
El Paso
Houston
Hurst
Lubbock
Midland
San Antonio
Tyler
Waco

UTAH

Draper
Ogden

VERMONT

South Burlington

VIRGINIA

Lynchburg

Newport News
Richmond
Roanoke
Vienna

WASHINGTON

Renton
Spokane
Yakima

WEST VIRGINIA

Charleston
Morgantown

WISCONSIN

Brookfield
Eau Claire
Kenosha
Madison

WYOMING

Casper

Appendix C: Nondisclosure Agreement

Nondisclosure Agreement and General Terms of Use for Exams Developed for the ADP Professional Certification Program

This exam is confidential and is protected by trade secret law. It is made available to you, the examinee, solely for the purpose of becoming certified in the technical area referenced in the title of this exam. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of ADP, Inc.

Appendix D: Reimbursement Form

ADP Professional Certification Program Reimbursement Form

This form is provided as a convenience to candidates who need to document their exam and/or training expenses for reimbursement by their company. Please verify your own company's reimbursement policy before submitting this form. In addition, you may need to attach copies of receipts or other documentation. *Do not* submit this form to ADP.

Company:		
Employee Name:		
Department:		
Street Address:		
City:	State:	Zip:
Phone:		

I am submitting this form to document the following expenses:

Expense	Date	Description
\$		ADP Certified Payroll Specialist in Pay eXpert exam fee
\$		Certification Preparation course(s)
\$		Other:
Total: \$		

Signed: _____ Date: _____

Appendix E: Pay eXpert Certification Study Sheet

Use this study sheet and the suggested study resources to help you prepare for the ADP Certified Payroll Specialist in Pay eXpert exam.

Suggested Study Resources

- <https://support.adp.com>:
 - **Home** tab:
Quick Coach tutorials
 - **Training/Learn@ADP** tab:
What's New tutorials
 - **Client Resources** tab:
Pay eXpert User Guide
 - **Pay eXpert Help** tab:
Online Help topics
- <http://learn.adp.com>:
 - *Payroll Self-Paced Learning for Pay eXpert* Web-based training. (Enroll through your Pay eXpert training plan.)
 - *Client Year End Handbook* that comes with class
 - Certification Preparation Courses (See Appendix A.)

✓	Topic
	I. Working with ADP and the AutoPay System (27%)
	Client setup responsibilities
	ADP's setup responsibilities
	The setup tasks the client completes with ADP
	System security
	Automatic Pay guidelines
	Company codes, file numbers, and validation tables
	Temporary and permanent employee information
	System and company options
	Automatic Pay and when it should be used
	Starting a new payroll cycle
	Information available on the ADP Payroll Schedule
	Scheduled deductions
	ADP payroll week number

✓	Topic
	II. Payroll Cycle (17%)
	Steps needed to complete a payroll
	Purpose of each step
	Determining progress through the cycle
	Software organization (where to find information)
	Communicating with ADP (includes submitting and loading files)

✓	Topic
	III. Payroll Output Review (19%)
	Payroll output and troubleshooting
	Reconciling quarterly reports and year-end topics
	Quick Calc process
	Processing request results
	What-if scenario requests
	The Transaction Detail window
	Manual checks (voids and reversals)
	Receiving and loading files
	Transmitting files

✓	Topic
IV. Employee Maintenance (16%)	
	Hiring a new employee
	Terminating an employee
	Changing employee data
	Entering deductions and goal amounts
	Setting up direct deposits
	Verifying entries using audit reports
	Creating and using custom employee grids

V. Entering Pay Information (13%)	
	Entering a paydata batch using folders and grids
	Totaling and correcting batches
	Adjusting and replacing scheduled and one-time tax deductions
	Verifying input using audit reports (paydata)
	Creating and using custom paydata grids
	Making pay entries
	Third-party sick pay

✓	Topic
VI. Manual Checks/Voids/Reversals and Completing the Payroll Process (8%)	
	Quick Calc process
	What-if scenario requests
	The Transaction Detail window
	Manual checks (voids and reversals)
	Loading files
	Submitting files

Appendix F: Sample Test Questions

- For this pay period, the payroll administrator set up a check-stub message to display only for Spanish-speaking employees, but the message is not displaying. Which of the following is a valid explanation for this situation?
 - The alternate message was not set up for the Spanish-speaking employees.
 - The standard check message was not set up for the Spanish-speaking employees.
 - The check message was set up on the wrong employee file number.
 - The check message contained more than 100 characters.
- Entering Pay Information includes entering hours and earnings information, deductions, taxes, and which of the following?
 - Entering memos, third-party sick pay, manual checks, and manual checks via QuickCalc
 - Entering third-party sick pay, manual checks, and manual checks via QuickCalc
 - Entering memos, manual checks, and mass processing grids via QuickCalc
 - Entering memos, manual checks, mass processing grids, and third-party sick pay
- Which report should the payroll administrator review to verify that employees will be paid their standard hours and standard earnings this payroll?
 - Active Hourly and Daily without Hours and Earnings Report
 - Coded Hours and Earnings by Employee Report
 - Automatic Pay Eligibility Report
 - Paydata Summary Report
- The new ADP payroll administrator wants to run a CheckView report from the last pay date; however, the desired pay date is not shown. Which of the following files does the new payroll administrator need to load?
 - Payroll schedule
 - Employee cumulative data
 - Year-end purge
 - Pay detail
- An employee takes a car loan with a goal limit of \$10,000 and has a current balance of \$5,000. On the next payroll, the employee takes an additional loan amount of \$2,000 on the same car loan. How should the payroll administrator enter the goal limit or the to-date adjustment, or both?
 - In the Limit field, enter \$9,000.
 - In the To-Date-Adjustment field, enter \$2,000.
 - In the Limit field, enter \$12,000 and in the To-Date-Adjustment field, enter \$7,000.
 - In the Limit field, enter \$12,000 and in the To-Date-Adjustment field, enter \$5,000.
- The payroll administrator cannot find pay detail information data for the last payroll. Which of the following tasks may have been omitted to cause this?
 - On the Employee menu, Cumulative was not selected to view pay detail.
 - The current pay detail file was not loaded.
 - On the Employee menu, CheckView was not selected to view pay detail.
 - The current pay detail file was not imported.

7. After the last payroll was processed, the payroll administrator contacted ADP and provided new schedule dates, deductions, and special effects. The new information is not displaying on the Edit Schedule page. Which of the following may explain this?
 - A. A new payroll schedule was not loaded.
 - B. Override payroll schedule information was not entered on ADP's mainframe.
 - C. Override payroll schedule information was not entered in the Pay eXpert application.
 - D. No payroll schedule information was entered on ADP's mainframe.
8. You need to make a change to the current payroll schedule. Which of the following can you enter without contacting ADP?
 - A. New scheduled deduction
 - B. New company check-stub message
 - C. New pay group 2
 - D. New special effect
9. The payroll clerk is planning to make changes to employee tax status and scheduled deductions on the next payroll. Which ADP report should the clerk use to identify the employee information that needs to be changed?
 - A. Payroll Register
 - B. Master Control
 - C. Statistical Summary
 - D. Payroll Summary
10. A new employee starts working with the company in the middle of the payroll cycle. The administrator enters the employee's permanent information in Pay eXpert. How should the administrator enter the earnings?
 - A. Manually add the employee's prorated earnings as regular earnings for the first payroll.
 - B. Let the application calculate the first check based on the hire date and the pay date.
 - C. Pay the employee the full salary and deduct the overpayment from subsequent payrolls.
 - D. Pay the employee the full salary and enter the balance earnings as negative (-).
11. The payroll administrator identifies a data-entry error in the paydata batch. Which of the following is the ADP-recommended procedure to correct the batch so the status reads In Balance?
 - A. Select Auto Balance to correct the batch.
 - B. Change the Your Total row to match the Calculated Total row.
 - C. Change the Your Total row by comparing entries on the employee's time sheet.
 - D. Change all amounts in the Difference row to zero.
12. An employee requested a one-time federal income tax adjustment of \$85 to be withheld next pay period. How should this amount be included in the paydata batch?
 - A. In the Replace Statutory Deduction - Federal Income Tax column, enter 85.00.
 - B. In the Adjust Statutory Deduction - Federal Income Tax column, enter 85.00.
 - C. In the Replace Statutory Deduction - Federal Income Tax column, enter negative 85.00.
 - D. In the Adjust Statutory Deduction - Federal Income Tax column, enter negative 85.00.

13. An employee requests that her entire net pay be split between a checking and a savings account. What is the best way for the payroll administrator to set up this request?
- On the Deductions page, set up each account as a partial direct deposit.
 - On the Deposits page, set up each account as a partial direct deposit.
 - On the Deposits page, set up one account as a partial direct deposit and one account as a full direct deposit.
 - On the Deductions page, set up one account as a partial direct deposit and one account as a full direct deposit.
14. The payroll administrator would like to void a check automatically, but is unable to view CheckView history for the desired pay period. What did the administrator forget to do?
- Load the pay detail file.
 - Set up the company to receive Payroll Preview data.
 - Load the employee cumulative file.
 - Change the payroll cycle to Entering Payroll Information.
15. A salaried employee is terminated. The payroll administrator changes the employee's status to Terminated and enters the termination date of last Tuesday. Automatic Pay was not cancelled. What will happen to this employee's salary if no earnings are posted manually?
- The salary will be paid automatically until the pay date is greater than the termination date.
 - The salary will be paid automatically but flagged on the Master Control report that the termination is pending.
 - No check will be generated.
 - One final check will be generated.
16. Which of the following statements about balancing a paydata batch is true?
- The Differences row will not display totals until the AutoBalance button is clicked.
 - The Calculated Totals represent Your Totals.
 - All batches must be in balance before creating the payroll file.
 - A batch must be in balance before creating another batch.
17. The payroll administrator submits the company's last payroll of the year. To prepare to close out the year or reconcile employee quarter- and year-to-date information, which reports should the administrator verify?
- The Master Control report and the W-2 forms
 - The Quarterly Tax Verification letter and the W-2 forms
 - The Master Control report and the Paydata – Full Report
 - The Master Control report and the Wage and Tax Register
18. An employee with -80.00 allowed vacation hours and 80.00 taken hours needs an adjustment. The allowed hours should be 120.00. Which of the following methods should be used to make this change?
- Adjust the taken hours and leave the allowed hours alone.
 - Adjust the allowed hours and set the taken hours to zero.
 - Replace the allowed hours and leave the taken hours alone.
 - Replace the allowed hours and set the taken hours to zero.

Answer Key

The exam section in the following key refers to the section numbers found in the outline under Exam Description in this bulletin. Use this as tool to point out the sections that you need to review.

Question	Answer	Exam Section
1	A	I
2	A	II
3	C	III
4	D	II
5	D	IV
6	B	II
7	A	II
8	B	I
9	B	III

Question	Answer	Exam Section
10	A	I
11	C	V
12	B	V
13	C	IV
14	A	II
15	D	I
16	C	V
17	D	III
18	C	IV