



Information Guide for Payroll Support Accountant Performance Test

Test Number: 4002

INTRODUCTION

The 4002 Payroll Support Accountant performance test was designed to measure critical areas of a payroll support accountant's responsibility. This guide contains strategies and information about what will be assessed in the test.

TEST SESSION

It is important that you follow the directions of the Test Administrator exactly. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may **NOT** leave the testing area, talk, smoke, eat, or drink. Since this test will take several hours, you should consider these factors before the test begins.

Cell phones and electronic equipment will NOT be allowed in the testing area.

A non-programmable basic calculator will be provided for you to use during the interview. You will NOT be able to bring or use your own calculator during the interview.

The test has a 2-hour time limit.

You will receive a Test Comment form so that you can make comments about test questions. Write any comments you have and turn it in with your test when you are done.

STUDY GUIDE FEEDBACK

At the end of this guide, you have been provided with an Information Guide Feedback page. If a procedure or policy has changed, making any part of this Guide incorrect, your feedback would be appreciated so that corrections can be made.

ASSESSMENT TAKING STRATEGIES

The test contains multiple-choice questions. The purpose of this section is to suggest techniques for you to use when taking one.

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can

CONFIDENCE

If you feel confident about passing the test, you may lose some of your anxiety. Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.

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CONCENTRATION

Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes. If possible, select a seat away from others who might be distracting. If lighting in the room is poor, sit under a light fixture. If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.

BUDGET YOUR TIME

Pace yourself carefully to ensure that you will have enough time to complete all tasks/functions.

READ CRITICALLY

Read all directions and questions carefully.

Remember that the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you. If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.

MAKE EDUCATED GUESSES

Make an educated guess if you do not know the answer or if you are unsure of it.

DOUBLE-CHECK MATH CALCULATIONS

Use scratch paper to double check your mathematical calculations.

REVIEW

If time permits, review your answers. Do the questions you skipped previously.

Make sure each multiple-choice question has your correct answer selected.

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TEST INFORMATION

This test requires you to perform tasks similar to those performed on the job as a Payroll Support Accountant. The test is designed to assess your ability to read and follow directions, pay attention to details, as well as identify and analyze information from multiple sources. This is done by providing you with several procedures that you will need to read, understand, and follow to respond to the questions being asked.

All the specific information required to answer the questions is provided to you in the test, and no previous technical knowledge is required to be successful.

The Payroll Support Accountant job requires proficiency in the following areas:

- Knowledge of and ability to perform general arithmetic functions (e.g., addition, subtraction, multiplication, division).
- Ability to follow written procedures.
- Ability to read and analyze information from reports.
- Ability to find the root cause of issues/problems.
- Ability to think critically to determine the cause an error.
- Ability to determine the appropriate action to address an error.
- Ability to process large amounts of information from various sources.
- Ability to analyze datasets on spreadsheets.
- Ability to pay attention to detail.

INFORMATION GUIDE FEEDBACK

Please notify us of any changes in policies, procedures, or materials affecting this guide.

Southern California Edison
Human Resources – Corporate Testing
Edison.Testing@sce.com