

# Payroll Management Job Interview Questions And Answers



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# Payroll Management Interview Questions And Answers Guide.

## Question - 1:

Sample Payroll Management interview questions part 1:

### Ans:

- \* Tell me about yourself?
- \* Why did you leave your last job?
- \* What is your greatest weakness?
- \* What experience do you have in Payroll field?
- \* What are key tasks for Payroll...position?
- \* What are top 3 knowledge/top 3 skills for Payroll...position?
- \* What are KRAs/output of Payroll...position?
- \* How to measure/appraise your Payroll...position?
- \* What do you know about this company?
- \* Describe two or three major trends in your Payroll field?

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## Question - 2:

Sample Payroll Management interview questions part 2:

### Ans:

- \* Did you choose this profession/field?
- \* What tertiary qualifications have you attained that related to Payroll...position?
- \* What is the most recent skill you have learned that related to Payroll...position?
- \* What do you do to stay current with provincial, federal, state, municipal regulations?
- \* A payroll clerk often has to face employees' ire due to a payroll error. How would you handle such a situation?
- \* Define payroll. Mention the various payroll procedures conducted regularly for updating the payroll database?
- \* What are monitoring methods for Payroll activities?
- \* Describe ISO 9001 for Payroll?
- \* What made you choose to apply to Payroll...position?
- \* Tell me about your last position and what you did?

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## Question - 3:

Sample Payroll Management interview questions part 3:

### Ans:

- \* What do you know about the Payroll...position?
- \* What have you done to improve your Payroll knowledge in the last year?
- \* What have you learned from mistakes on the Payroll job?
- \* What was the most complicated payroll you are responsible for?
- \* State the payroll principles and standards defined to work and maintain an organization's payroll system.
- \* Name the payroll software you can access? Do you have knowledge of some accounting software as well?
- \* What's your experience level with Microsoft Excel and access?
- \* Tell me about the most complicated report you have to prepare related to personnel. For example, over time, these, headcount, retirement contribution and so on.
- \* Payroll is run every two weeks, which means a lot of pressure to meet the deadline. When have you had to work under pressure?
- \* What are some of the most important reports you have written? How difficult were they to write? Why? What reactions did they get?

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## Question - 4:

Sample Payroll Management interview questions part 4:

### Ans:

- \* Describe the employment laws that affect your work?
- \* Please tell us something about payroll tracking, reconciliation and reporting.
- \* Please rate yourself on a scale of 1 to 10 on your data entry skills and general math and book keeping skills.
- \* Are you willing to work overtime or off-shift during emergency or special situations like auditing, financial year-end etc?



- \* What were the challenges you faced in payroll operations while following either company or government policies?
- \* What kind of training and certification, do you have related to payroll?
- \* Tell me about a time when you took disciplinary action against an employee. How did you decide what to do?
- \* How do you monitor your department's productivity or performance as a Payroll Administrator? Give some examples.
- \* What training or certification program have you gone through in this field?
- \* Do you have adequate technical knowledge of the computer software programmes and applications that will be required in your work?

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### **Question - 5:**

Sample Payroll Management interview questions part 5:

#### **Ans:**

What do you know about the regulatory standards, policies and procedures of payroll?  
What are methods that are used to manage Payroll?  
How to maintain Payroll activities?  
What are common risks for Payroll? And how to face?  
Describe steps to manage Payroll?  
How to measure performance of Payroll activities?  
Describe your experience with the administration of electronic timekeeping.  
Do you have experience of handling typical payroll issues raised by the employees? If yes, tell us about your strategy to deal with such a situation?  
Explain your role with payroll administration. Discuss the nature of problems generally occurred during the payroll record submission?  
What do you understand from employer's social security, compensation payments and payroll liabilities? Discuss the relationship between these three entities.  
Tell us the formula for calculating provincial income and social security taxes.  
How do you make sure that employee records are entered and accurately and on time?

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### **Question - 6:**

Payroll Management interview answer tips:

#### **Ans:**

- \* Make a full list of interview questions for Payroll field: specialized interview questions, common interview questions, interview tips, interview thank you letters, types of job interview questions...
- \* Identify key goals, tasks, job specs and attributes for Payroll positions then ask question: How to do, how to become ...
- \* Listen job interview questions carefully, then ask by your-self:  
What are things related to Payroll field before answering.  
\* Always ask by yourself: What are proofs that are required for this position?

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### **Question - 7:**

Are you familiar with employment laws that regulate employee pay?

#### **Ans:**

The Fair Labor Standards Act (FLSA) sets standards for minimum wage, overtime, commissions, wage garnishments, record-keeping and reporting. Payroll administrators must be very familiar with these laws to comply with FLSA requirements.

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### **Question - 8:**

Do you have experience processing special pay items?

#### **Ans:**

Special pay items are not processed in the same manner as regular payroll. These items include pay for incentives and bonuses, as well as pay for work completed by contract specialists.

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### **Question - 9:**

How do you stay organized?

#### **Ans:**

Organization is key to accurate and timely payroll processing. Highly organized payroll administrators have information about pay, deadlines, taxes and other important data all in one place for ease of access.

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### **Question - 10:**

Which Payroll Forms Are You Familiar With?

#### **Ans:**

Payroll administrators must understand the function and proper usage of various payroll forms. Forms related to payroll include personal data forms, overtime or absence approval forms, expense reimbursement forms and time sheets.

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### **Question - 11:**

What is your experience with Computerized Payroll Systems or Software?

#### **Ans:**



Payroll systems accurately maintain data related to payroll processing. Familiarity with formal payroll systems and computerized software ensure the candidate has experience with current payroll technology.

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### **Question - 12:**

What is your proficiency with Microsoft applications?

#### **Ans:**

Microsoft applications such as Word, Excel and Access are very important in processing payroll and organizing attendance, hours worked and pay adjustments. Qualified applicants should have considerable knowledge of Microsoft applications.

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### **Question - 13:**

Payroll Management Interview Questions Part 7:

#### **Ans:**

- \* What training or certification program have you gone through in this field?
- \* Tell me about the most complicated report you have to prepare related to personnel. For example, over time, these, headcount, retirement contribution and so on.
- \* What was the most complicated payroll you are responsible for?

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### **Question - 14:**

Payroll Management Interview Questions Part 6:

#### **Ans:**

- \* What are some of the most important reports you have written? How difficult were they to write? Why? What reactions did they get?
- \* Payroll is run every two weeks, which means a lot of pressure to meet the deadline. When have you had to work under pressure?
- \* Describe your experience with the administration of electronic timekeeping.
- \* How to measure performance of Payroll activities?
- \* Describe steps to manage Payroll?

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### **Question - 15:**

Payroll Management Interview Questions Part 5:

#### **Ans:**

- \* Are you willing to work overtime or off-shift during emergency or special situations like auditing, financial year-end etc?
- \* What kind of training and certification, do you have related to payroll?
- \* What were the challenges you faced in payroll operations while following either company or government policies?

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### **Question - 16:**

Payroll Management Interview Questions Part 4:

#### **Ans:**

- \* How to maintain Payroll activities?
- \* What are top 3 knowledge/top 3 skills for Payroll...position?
- \* What are KRAs/output of Payroll...position?
- \* What are methods that are used to manage Payroll?
- \* What do you know about the regulatory standards, policies and procedures of payroll?

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### **Question - 17:**

Payroll Management Interview Questions Part 3:

#### **Ans:**

- \* Tell us the formula for calculating provincial income and social security taxes?
- \* Do you have experience of handling typical payroll issues raised by the employees? If yes, tell us about your strategy to deal with such a situation?
- \* Payroll is run every two weeks, which means a lot of pressure to meet the deadline. When have you had to work under pressure?
- \* What were the challenges you faced in payroll operations while following either company or government policies?
- \* Please tell us something about payroll tracking, reconciliation and reporting?

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### **Question - 18:**

Payroll Management Interview Questions Part 2:

#### **Ans:**

- \* A payroll clerk often has to face employees' ire due to a payroll error. How would you handle such a situation?
- \* What are key tasks for Payroll...position?
- \* What made you choose to apply to Payroll...position?
- \* Describe steps to manage Payroll?
- \* How do you monitor your department's productivity or performance as a Payroll Administrator? Give some examples.

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**Question - 19:**

Payroll Management Interview Questions Part 1:

**Ans:**

- \* Define payroll. Mention the various payroll procedures conducted regularly for updating the payroll database?
- \* Name the payroll software you can access? Do you have knowledge of some accounting software as well?
- \* What's your experience level with Microsoft Excel and access?
- \* Do you have adequate technical knowledge of the computer software programmes and applications that will be required in your work?
- \* How do you make sure that employee records are entered and accurately and on time?

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