DIANO

DIANO ACADEMY · CHECK

M15 HR and payroll: the 5-question check

Answer on your own. Choose one answer for each question unless it says otherwise.

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M15 HR and payroll: the 5-question check

NAME	DATE
COMPANY	SCORE / 5

1. What is the order of the payroll run buttons?

□ a) Calculate, Create the run, Finalise run, Approve run

□ b) Create the run, Calculate, Approve run, Finalise run

□ c) Approve run, Create the run, Calculate, Finalise run

□ d) Finalise run, Approve run, Calculate, Create the run

2. Who approves a payroll run?

□ a) The person who prepared it

□ b) Someone other than the person who prepared it (or, if you are the only one, you approve with a reason)

□ c) The employees

□ d) SARS

3. How do employees get their payslips?

□ a) DIANO e-mails them automatically

□ b) You download each PDF from the run and give or send it yourself

□ c) They log in to SARS

□ d) The bank sends them

4. What does the EMP201 say on every screen?

□ a) "Filed with SARS"

□ b) "Preview — check with your tax practitioner"

□ c) "Final"

□ d) "SARS-ready"

5. A finalised run is wrong. What do you do?

□ a) Edit the payslips

□ b) Reverse this run with a reason, then create the corrected run

□ c) Delete the run

□ d) Lock the month

Pass mark: 4 out of 5. Your trainer marks this check. Nothing you write here is stored by DIANO.