

## Sample Proofreading Test

Please mark and correct the errors in the sample memo below.

### MEMO

**DATE:** July 14 2012  
**TO:** Stephen Randall, General manager  
**FROM:** Leanne Ritter, Human Resource Manager  
**SUBJECT:** Report on Payroll Screw Up

As you know, a new human resource information system (HRIS) was implemented during June. Though the system was tested thoroughly prior to instrumentation, it seems that some payroll withholding data was not properly transferred to the new system. This resulted in incorrect deductions being withheld from some employees' paychecks for the pay period ending June 29.

The trucks company's HRIS system was not the most updated version. The only employees affected are those whose tax withholdings or benefit program deductions changed during or after April 1, 2012.

My assistant have calculated corrections manually and I have personally verified her work. We are confident that the error can be corrected on the next payroll. All affected employees have been notified of the error and informed that corrections will be made with the next payroll. Each person affected has been informed of the situation and invited to contact me with any questions or concerns prior to the end of the previous pay period.

I have personally verificationed that the outdated withholding table has been removed from the HRIS and insured that the correct version is in place. The new HRIS will allow us to make withholding changes directly in the system moving forward. Therefore, the circumstances that led to this problem initially have been corrected. There should be no further problems of this nature.

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# Clerical Proofreading Test

**Joyce Hogan**



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**Tentative Class Specifications (departmental) for the Clerical, Administrative, and Fiscal Service**, 1928      Business and Industry Testing Joyce Hogan, 1990      *Tests* Taddy Maddox, 2008. Contains information on testing programs and packages, including hundreds of such instruments: commercial and otherwise. Instruments include those for psychology, including such topics as attention deficit disorder, families, illness, intelligence, pain, pathologies, personality, and wellness; education, including aptitude, assistive technologies, behavior, English, learning, fine arts, foreign language, guidance, academic topics, and speech and language; and business, including skills, attitudes, emotional intelligence, and team skills. Each entry gives the intended population, purpose, scoring methods, and cost, along with a brief description of how to administer the test and use its results. The editor provides indexes of test publishers, test authors, and titles.

*The Pilot Test of Office Automation Equipment in the Offices of United States Senators*, United States Congress, Senate, Committee on Rules and Administration, 1983      The Balance Sheet, 1953      **Introduction to Industrial and Organizational Psychology** Ronald E. Riggio, 2015-07-17. Demonstrates the connection between psychological theory and application in the field of Industrial/Organizational Psychology. Introduction to Industrial/Organizational Psychology is a student-centered, real-world-driven program designed and written with the student in mind, giving examples and illustrations relevant to their world of work. The sixth edition continues to be accessible to students while maintaining a comprehensive coverage of the classical and new topics. With more student-oriented features, instructors will find this the most thoroughly referenced I/O psychology and student-accessible text on the market. Learning Goals: Upon completing this book, readers will be able to: Connect psychological theory in the field of industrial/organizational psychology and apply the concepts to their everyday world of work; Be familiar with classic theories and research along with the latest developments and innovations in the field; Understand the overview of the world of work.

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