



LEADERS HOLDING CO.TM

Est. 1971

Human Resources Training Module Quiz **Answers**

1. 1What system do I use to punch in and out ?
a. **NOVAtime**
2. 2Who do you notify if you missed a punch?
a. **My Manager**
3. 3How often should I review my Timesheet?
a. **Every Week**
4. 4What is the deadline for Timesheet corrections?
a. **10am Monday of a pay week**
5. Where do I go to review my paycheck?
a. **NetSuite Employee Center**
6. Where do I find the Employee Handbook? NetSuite or TimeClock Plus?
a. **Netsuite Employee Center**
7. Commission is paid if all the items are delivered. True or False
a. **False- PAID and Delivered**
8. Sales Reps commission is paid based on Written Sales True or False
a. **False- Delivered (Invoiced) Sales**
9. I will be paid out a higher commission rate with the Bonus Accelerator starting at what amount of Delivered Sales.
a. **\$60,000**
10. List 2 ways that you may forfeit commission.
 - ✓ Balances are not collected on an invoice and items have been delivered
 - ✓ Sales Tax is not collected on an invoice
 - ✓ If Finance does not cover the balance of a customer's account and no other method of payment has been collected to cover the full balance
 - ✓ If a customer is misquoted or under charged
 - ✓ Wrong product is special ordered and new product must be reordered
 - ✓ Sales are canceled and rewritten to qualify for sales contests
 - ✓ Free delivery on sales types that include "Delivery on a Leader's Truck" without prior knowledge of Sales Leadership
 - ✓ Selling non-qualified Contract & Designer Sales
11. I can offer free delivery for a Sale over \$4000. True or False?
a. **False – You should never offer free delivery. Sell early and every time.**