



**LEADERS HOLDING CO.™**

Est. 1971

### **Human Resources Training Module Quiz**

1. What system do I use to punch in and out?  
\_\_\_\_\_
2. Who do you notify if you missed a punch?  
\_\_\_\_\_
3. How often should I review my Timesheet?  
\_\_\_\_\_
4. What is the deadline for Timesheet corrections?  
\_\_\_\_\_
5. Where do I go to review my paycheck?  
\_\_\_\_\_
6. Where do I find the Employee Handbook? NetSuite or TimeClock Plus?  
\_\_\_\_\_
7. Commission is paid if all the items are delivered. True or False  
\_\_\_\_\_
8. Sales Reps commission is paid based on Written Sales True or False  
\_\_\_\_\_
9. I will be paid out a higher commission rate with the Bonus Accelerator starting at what amount of Delivered Sales.  
\_\_\_\_\_
10. List 2 ways that you may forfeit commission.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
11. I can offer free delivery for a Sale over \$4000. True or False?  
\_\_\_\_\_