

**Study Guide
for
Records Clerk**

Test No. 2903 X

**Human Resources
Performance Assessment Services
Southern California Edison
An Edison International Company**

Introduction

The Records Clerk Test is a job knowledge test designed to cover the major knowledge areas necessary to perform the job. This *Guide* contains strategies to use for taking tests and a study outline, which includes knowledge categories, major job activities, and study references.

Test Scheduling

Employees will be scheduled for testing by their Supervisor through Human Resources Test Administration. Applicants will be scheduled through their recruiter. If you do not pass the test on your first attempt, please refer to the testing guidelines on Myedison.net (employees only) or call (626) 302-9830.

Test Session

It is important that you follow the directions of the Test Administrator *exactly*. If you have any questions about the testing session, be sure to ask the Test Administrator before the testing begins. During testing, you may not leave the room, talk, smoke, eat, or drink. Since some tests take several hours, you should consider these factors before the test begins.

All questions on this test are multiple-choice with four possible answers. Your answers to the questions are indicated by filling in a circle on an answer sheet with a special mark-sense pencil. For your answers to be read accurately by the scanner, you must fill in the circles completely and erase completely any answer you wish to change.

The test has a two and one half (2 1/2) hour time limit, and non-programmable scientific or non-scientific calculators are allowed.

You will receive a Test Comment form so that you can make comments about test questions. Write any comments you have and turn it in with your test when you are done.

Study Guide Feedback

At the end of this *Guide* you have been provided with a Study Guide Feedback page. If a procedure or policy has changed, making any part of this *Guide* incorrect, your feedback would be appreciated so that corrections can be made.

Test Taking Strategies

Introduction

The Records Clerk Test contains multiple-choice questions. The purpose of this section is to help you to identify some special features of a multiple-choice test and to suggest techniques for you to use when taking one.

Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

Technique

Remarks

Be confident

- If you feel confident about passing the test, you may lose some of your anxiety.
- Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.

Be punctual

- Arrive early enough to feel relaxed and comfortable before the test begins.

Concentrate

- Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes.
- If possible, select a seat away from others who might be distracting.
- If lighting in the room is poor, sit under a light fixture.
- If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator *immediately*.

Budget your time

- Pace yourself carefully to ensure that you will have enough time to complete all items and review your answers.

Read critically

- Read all directions and questions carefully.
- Even though the first or second answer choice looks good, be sure to read all the choices before selecting your answer.

Make educated guesses

- Make an educated guess if you do not know the answer or if you are unsure of it.

Changing answers

- If you need to change an answer, be sure to erase your previous answer completely.

Return to difficult questions

- If particular questions seem difficult to understand, make a note of them, continue with the test and return to them later.

Double check mathematical calculations

- Use scratch paper to double check your mathematical calculations.

Review

- If time permits, review your answers.
- Do the questions you skipped previously.
- Make sure each answer bubble is *completely* filled in. Erase any stray marks on your answer sheet.

Remember that the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

Knowledge Categories, Job Activities and Study References

Below are the major job knowledge areas and activity groups covered on the test, with study guide references relating to each.

I. Personnel & Payroll Policies and Procedures

ESM and contract policies and procedures as applied to payroll and personnel activities, such as benefit/compensation policies, preparation of timesheets, reports, expense accounts. Type and use of accounts related to timekeeping, benefit, and expenses. Knowledge of procedures for, and application of, various forms used. Corporate, Department, and Division policies and procedures.

A. Processes timesheets

ESM 9.1.10

B. Prepares payroll forms

ESM 9.20.5

C. Prepares various personnel records

ESM 19.65.2

D. Interprets contract in terms of timekeeping/expense accounts

Field Payment System Guidebook

IBEW Contract, Article IX

IBEW Contract, Article XII

E. Maintains personnel files

F. Maintains general forms

ESM 4.60.10

G. Handles cash advances

ESM 4.58.1

H. Processes ED-178

ESM 4.60.5

I. Verifies accuracy of expenses (lodging, subsistence, employee expenses)

ESM 19.27.10

J. Utilizes on-line payment system

Field Payment System Guidebook, Sec. 3

K. Processes on-line transfer vouchers

ESM 8.1.5

L. Processes accident reports

ESM 11.11.3

II. Capital Budgets

Basic accounting and bookkeeping principles. Clerical and accounting procedures related to job orders, furniture and equipment work orders. CPR accounting and budgeting. Knowledge of material, contract, and other costs as related to accounting source documents and their budget application. Type and use of accounts related to job orders, F & E work orders, and budgeting.

A. Assigns work order numbers

ESM 6.3.1

B. Inputs information on-line using UNTM

On-line CARM

C. Verifies CPR

ESM 7.47.5

D. Checks variances

E. Distinguishes between types of work orders

III Material Handling

Forms and procedures for ordering, receiving, shipping, and transferring of material. Knowledge of forms and procedures for making corrections, doing inventories, and tracking of material. Knowledge of safety procedures related to the handling of non-hazardous material.

A. Utilizes AREQ transactions

ESM 37.3.5

MMS Instructional Module

B. Makes on-line inquiries

MMS Instructional Module

C. Orders supplies using PROFS

D. Orders supplies using LPOs

ESM 37.30.25

E. Completes LPOs

- F. Chooses correct transaction
MMS Instructional Module
- G. Prepares OS&D forms
MMS Instructional Module
- H. Corrects notice of receipt using USRX screen
- I. Receipts for material or supplies using UPOR
ESM 8.1.5
ESM 37.3.5
ESM 37.62.1
MMS Instructional Module
- J. Counts material on hand
- K. Operates a forklift to load/unload supplies
Forklift Truck Operating Training
- L. Reads pick lists
- M. Matches material to paperwork
ESM 37.3.5
- N. Inquires about supplies
ESM 8.1.5
MMS Instructional Module
- O. Maintains material files
ESM 37.2.1.A
MMS Instructional Module
- P. Processes on-line SD 146s
ESM 8.1.5
- Q. Processes on-line transfer vouchers (8-4-A)
ESM 8.1.5
ESM 8.1.10
ESM 37.14.40
- R. Returns material
ESM 37.3.3
ESM 37.78.1
ESM 37.82.50

IV. Expense Budgets

Knowledge of RMDS system for tracking budgets. Forms and procedures for processing corrections. Knowledge of forms and procedures for processing job orders.

- A. Handles pager requests
- B. Works with function descriptions
- C. Acts for the Division Accounting Clerk (D.A.C.) in the expense budgeting area, in the event of the D.A.C.'s absence

RMDS

- D. Maintains job orders
ESM 7.35.5
- E. Puts job orders on-line using JOSM
ESM 7.35.5
- F. Transfers job order changes on-line using JOSM
ESM 7.35.5

Sample Questions

The following sample questions should give you some idea of the form the test will take.

- 1. All of the following time-off codes are charged to sick time allowances except:**
 - a. 60
 - b. 61
 - c. 62
 - d. 69

- 2. Source designators are used for:**
 - a. identifying documents.
 - b. accounting system use only
 - c. identifying function accounts.
 - d. identifying departments.

- 3. Which of the following is the soonest a Job Order number can be reissued?**
 - a. After it has been closed for three months.
 - b. After it has been closed for six months.
 - c. After it has been closed for one year.
 - d. You cannot reuse a Job Order number once it has been issued.

Answers to Sample Questions

1. c
2. a
3. b

