

LESSON 12-1

Preparing Payroll Time Cards

ANALYZING A PAYROLL TIME CARD

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Hobby Shack							
EMPLOYEE NO. <u>3</u>							
NAME <u>Rick E. Selby</u>							
PAY PERIOD ENDED <u>December 15, 20--</u>							
MORNING		AFTERNOON		OVERTIME		HOURS	
IN	OUT	IN	OUT	IN	OUT	REG	OT
7:58	12:02	12:59	5:06				

CALCULATING EMPLOYEE HOURS WORKED

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Hobby Shack

EMPLOYEE NO. 3

NAME Rick E. Selby

PAY PERIOD ENDED December 15, 20--

MORNING		AFTERNOON		OVERTIME		HOURS	
IN	OUT	IN	OUT	IN	OUT	REG	OT
758	1202	1259	506			8	
759	1200	1257	501			8	
755	1201	1256	502	701	933	8	2½
756	1202					8	
754	1204	1259	501			8	
755	1200	1258	501	628	831	8	2
		HOURS	RATE		AMOUNT		
REGULAR		88					
OVERTIME		4½					
TOTAL HOURS		92½	TOTAL EARNINGS				

1. Calculate the number of regular hours for each day and enter the amounts.
2. Calculate the number of overtime hours and enter the amounts.
3. Add Hours Reg and Hours OT columns and enter the totals.
4. Add the Hours column.

4

1

2

3

CALCULATING EMPLOYEE TOTAL EARNINGS

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Hobby Shack

EMPLOYEE NO. 3

NAME Rick E. Selby

PAY PERIOD ENDED December 15, 20--

MORNING		AFTERNOON		OVERTIME		HOURS	
IN	OUT	IN	OUT	IN	OUT	REG	OT
7:58	12:02	12:59	5:06			8	
7:59	12:00	12:57	5:01			8	
7:55	12:01	12:56	5:02	7:01	9:33	8	2½
7:56	12:02					8	
7:54	12:04	12:59	5:01			8	
7:55	12:00	12:58	5:01	6:28	8:31	8	2
		HOURS			RATE	AMOUNT	
REGULAR		88			12.00	1,056.00	
OVERTIME		4½			18.00	81.00	
TOTAL HOURS		92½			TOTAL EARNINGS	1,137.00	

1. Enter the rate for regular time in the Rate column.
2. Calculate the regular earnings. Enter the amount.
3. Enter the rate for overtime.
4. Calculate the overtime earnings. Enter the amount.
5. Add the Amount column to calculate total earnings. Enter the amount of total earnings.

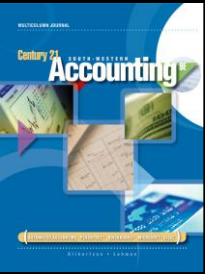
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TERMS REVIEW

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- salary
- pay period
- payroll
- total earnings