Preparing Payroll Time Cards

ANALYZING A PAYROLL TIME CARD

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}				

CALCULATING EMPLOYEE HOURS WORKED

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.

CALCULATING EMPLOYEE TOTAL EARNINGS

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.
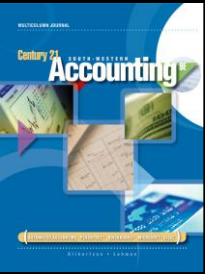
TERMS REVIEW

- salary
- pay period
- payroll
- total earnings