

Day	In	Out	Total Hours
10. Mon.	8:30	2:30	
11. Tues.	8:30	3:00	
12. Wed.	8:00	3:00	
13. Thurs.	8:00	2:00	
14. Fri.	8:30	3:30	
-----	-----	Total hours	

*****Frank makes \$10.00 per hour*****

15. . How much did Frank make on Monday? _____
16. How much money did he make for the whole week? _____
17. On which day did he make the least amount of money? _____
18. On which day did he make the most amount of money? _____
19. How many days did he more than 6 hours? _____
20. What was his pay on Tuesday? _____

TIME SHEET

Employee: White, Karen

Employee # 52042

Pay Period Ending: Aug. 2, 2007

Day of Week	IN	OUT	IN	OUT	Total Daily Hours
Monday	10:00	12:00			
Tuesday			2:00	5:00	
Wednesday			1:00	5:00	
Thursday	9:00	10:00			
Friday	8:00	2:00			

Karen earns \$6.75 an hour. Fill in the Time Sheet to show the total hours she worked each day. Then find how much she earns on each day and write it below.

1. Karen earns \$ _____ on Monday.
2. Karen earns \$ _____ on Tuesday.
3. Karen earns \$ _____ on Wednesday.
4. Karen earns \$ _____ on Thursday.
5. Karen earns \$ _____ on Friday.

TIME SHEET

Employee: White, Karen

Employee # 52042

Pay Period Ending: Aug. 2, 2007

Day of Week	IN	OUT	IN	OUT	Total Daily Hours
Monday	10:00	12:00			2 hours
Tuesday			2:00	5:00	3 hours
Wednesday			1:00	5:00	4 hours
Thursday	9:00	10:00			1 hour
Friday	8:00	2:00			6 hours

1. Karen earns \$ 13.50 on Monday.
2. Karen earns \$ 20.25 on Tuesday.
3. Karen earns \$ 27.00 on Wednesday.
4. Karen earns \$ 6.75 on Thursday.
5. Karen earns \$ 40.50 on Friday.

Bill's Time Sheet

Employee: Jones, Bill		Employee # 77212			
Pay Period Ending: June 25, 2007					
	IN	OUT	IN	OUT	Total Daily Hours
Day of Week					
Monday	9:00	12:00	1:00	3:00	
Tuesday			2:00	4:00	
Wednesday	10:00	12:00	1:00	4:00	
Thursday	9:00	2:00			
Friday	8:00	11:00			
Saturday					
Sunday					

Signature _____

TIME CARDS

1. Fill in the time cards.

Name <u>Janet Baker</u> Hourly Rate: <u>\$8.00</u>					
Week Ending <u>April 10</u>					
	Morning		Afternoon		Hours
	In	Out	In	Out	
Mon.	8:00	11:30	12:30	4:30	
Tues.	8:30	11:30	12:30	5:30	
Wed.	8:00	Noon	1:00	4:30	
Thurs.	8:00	12:30	1:30	4:00	
Fri.	8:15	12:15	1:00	4:00	
Total Hours:					

Name <u>Tim Carlson</u> Hourly Rate: <u>\$9.00</u>					
Week Ending <u>April 10</u>					
	Morning		Afternoon		Hours
	In	Out	In	Out	
Mon.	7:00	Noon	1:00	4:00	
Tues.	8:30	Noon	1:00	4:30	
Wed.	8:00	Noon	1:00	4:30	
Thurs.	8:15	11:45	1:00	5:00	
Fri.	8:30	12:30	1:30	4:30	
Total Hours:					

- How many hours did Janet work on Friday? _____
- How many hours did Tim work on Thursday? _____
- What were Janet's total hours for the week ending April 10? _____
- How many hours did Tim have for the week ending April 10? _____
- What is Janet's hourly rate? _____
- How much is Tim paid per hour? _____
- Who earned \$56 on Friday? _____
- Who earned \$67.50 on Wednesday? _____
- Who earned _____ for the week? _____
- Who earned a total of \$296 for the week? _____

Name: _____

Calculating Your Paycheck - Weekly Time Card 1

Employees that are paid by the hour must keep a time card. The time card lets the employer know when the employee reported for work, when they left and came back from lunch, and when they stopped working each day. Total hours worked is the sum of the daily hours worked within a pay period. Gross pay is the sum of regular pay and overtime pay. **Directions:** Calculate how many hours the following employees worked each day, the total hours they worked for the pay period, and then calculate their earnings.

Name: Frank Smith						
DAY	DATE	IN	OUT	IN	OUT	HOURS
MON	6-Apr	8:00	12:00	12:30	6:00	
TUES	7-Apr	8:00	12:30	1:00	5:00	
WED	8-Apr	7:45	11:15	11:45	4:30	
THUR	9-Apr	7:45	11:30	12:00	4:30	
FRI	10-Apr	8:15	1:00	1:30	5:30	
SAT	11-Apr	10:00	3:00			
Total Hours Worked						

Regular Pay:	\$8.50 per hour		
Overtime Pay:	1.5 x regular pay for hours over 40		
Frank Smith	Hours	Rate	Amount
Regular			
Overtime			
Gross Earnings			

Name: Karen Brown						
DAY	DATE	IN	OUT	IN	OUT	HOURS
MON	4-Jan	8:00	1:00	2:00	5:00	
TUES	5-Jan	8:15	1:00	2:00	5:00	
WED	5-Jan	7:45	12:30	2:00	5:00	
THUR	7-Jan	8:00	12:00	1:00	4:30	
FRI	8-Jan	7:00	12:00	1:30	4:30	
SAT	9-Jan	9:00	1:00	2:00	5:00	
Total Hours Worked						

Regular Pay:	\$12.00 per hour		
Overtime Pay:	1.5 x regular pay for hours over 40		
Karen Brown	Hours	Rate	Amount
Regular			
Overtime			
Gross Earnings			

Name: Bill Johnson						
DAY	DATE	IN	OUT	IN	OUT	HOURS
MON	15-Dec	11:00	3:00	4:00	7:00	
TUES	16-Dec	11:15	3:00	4:00	7:00	
WED	17-Dec	11:15	3:00	4:00	7:00	
THUR	18-Dec	11:00	3:00	4:00	7:00	
FRI	19-Dec	11:00	3:00	3:30	7:00	
Total Hours Worked						

Regular Pay:	\$9.90 per hour		
Overtime Pay:	1.5 x regular pay for hours over 40		
Bill Johnson	Hours	Rate	Amount
Regular			
Overtime			
Gross Earnings			

Name: Ted Hall						
DAY	DATE	IN	OUT	IN	OUT	HOURS
MON	1-Aug	5:00	9:00			
TUES	2-Aug	4:00	8:00			
WED	3-Aug	6:30	11:00	12:00	5:00	
THUR	4-Aug	6:45	11:30	12:00	3:00	
FRI	5-Aug	9:00	1:00	1:30	5:30	
SAT	6-Aug	5:00	9:00			
SUN	7-Aug	8:00	12:00			
Total Hours Worked						

Regular Pay:	\$8.70 per hour		
Overtime Pay:	1.5 x regular pay for hours over 40 2 x regular pay for all Sunday hours		
Ted Hall	Hours	Rate	Amount
Regular			
Overtime at 1.5 x			
Overtime at 2 x			
Gross Earnings			



Time Card

TIME CARD Rosie's Grill and Diner							
Employee Name: Mike Renolds				Week of: August 25 -Sept. 1			
Employee Signature: <i>Mike Renolds</i>				Supervisor's Signature: <i>Carol Martin</i>			
				ID Number: 403-229			
	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
IN	7:00am	9:00__	off	8:15am	6:00am	off	12__
OUT	2:00__	3:00pm	off	5:00__	11:30__	off	5:15pm
HOURS							
For Office Use Only:					Total Hours		

Write a.m. or p.m. in the timecard.

Write the hours for each day and the total hours for the week.

1. What is the worker's name? _____
2. What time did he start work on Thursday? _____
3. How many days did he work? _____
4. What time did he finish work on Monday? _____
5. How many hours did he work on Sunday? _____

Sue's Time Sheet

Fill in the missing days of the week.
 Fill in the total hours worked each day. Don't include lunch breaks!

Employee: Smith, Sue		Employee # 56312			
Pay Period Ending: Aug. 2, 2007					
	IN	OUT	IN	OUT	Total Daily Hours
Day of Week					
Monday	9:00	1:00			
			2:00	5:30	
Wednesday		12:00	1:00	4:00	6 hours
	8:00	1:00			
	8:00	11:00			
	10:00	12:30	1:30	3:00	

Signature _____

Name _____

Complete these sentences using information from Sue's time sheet on Handout 2A.

1. Sue works 9:00-1:00 on _____.
2. Sue earns \$7.50 an hour. How much does she earn on Monday? _____
3. Sue earns overtime if she works on the weekend. She earns overtime on _____.
4. Sue works only in the morning on _____.
5. Sue works 4 hours on Sunday. What time does Sue's lunch break end on Sunday? _____
6. Overtime pay is \$11.00 per hour. How much does Sue earn on Sunday? _____
7. Sue works 6 hours on Wednesday. What time does she begin work? _____.
8. How much does Sue earn on Wednesday? _____
9. Sue is off work on _____.
10. Sue works only in the afternoon on _____.

Name _____

Complete these sentences using information from Sue's time sheet on Handout 2A.

1. Sue works 9:00-1:00 on Mon.
2. Sue earns \$7.50 an hour. How much does she earn on Monday? 30.
3. Sue earns overtime if she works on the weekend. She earns overtime on Sun.
4. Sue works only in the morning on Friday.
5. Sue works 4 hours on Sunday. What time does Sue's lunch break end on Sunday? 1:30.
6. Overtime pay is \$11.00 per hour. How much does Sue earn on Sunday? 44.00.
7. Sue works 6 hours on Wednesday. What time does she begin work? 9:00.
8. How much does Sue earn on Wednesday? 42.00.
9. Sue is off work on Saturday.
10. Sue works only in the afternoon on Tuesday.

Employee: Her, Sue		Employee # 56485			
Pay Period Ending: Aug. 2, 2007					
	IN	OUT	IN	OUT	Total Daily Hours
Day of Week					
Monday	10:00	12:00	1:00	4:00	5 hours
Tuesday			2:00	5:30	3 ½ hours
Wednesday	9:00	12:00	1:00	4:00	6 hours
Thursday	9:00	1:00			4 hours
Friday	8:00	11:00			3 hours
Saturday	10:00	12:30	1:30	3:00	4 hours

Signature _____

Handout 3A: Individual Assessment

Use with Handout 2C/3B

Name _____

Answer the following questions about Sue's salary using the total daily hours on her time sheet on Handout 2C/3B.
Circle the correct letter.

1. Sue earns \$ 8.50 an hour.
How much does she earn on
Wednesday?

a. \$ 45.00
b. \$ 38.15
c. \$ 51.00
d. \$ 55.25

2. How much does Sue earn
on Monday? *write is
Correct Answer,*

~~a. \$ 51.00
b. \$ 42.50
c. \$ 62.00
d. \$ 50.00~~

3. How much does Sue earn
on Friday?

a. \$ 24.50
b. \$ 25.50
c. \$ 26.50
d. \$ 27.50

4. Sue earns \$ 12.00 per hour in
overtime pay when she works
on weekends. How much does
she earn this week in overtime?

a. \$ 41.00
b. \$ 55.00
c. \$ 51.00
d. \$ 48.00

5. How long is this pay period?

a. 1 week
b. 2 weeks
c. 1 month
d. 5 days

6. On what day does Sue work
the most hours?

a. Monday
b. Wednesday
c. Thursday
d. Friday