

6.1 Student Activity: Employee Earnings Spreadsheet

You have just been promoted to the manager position at a local home goods store. As manager, part of your task is monitoring finances. You decide to organize pertinent information using an Excel Spreadsheet.

Step 1: Create an Excel Sheet or Google Spreadsheet and name it: 6.1 (Last Name) Employee Earnings

Step 2: Your Spreadsheet should have the following columns for processing payroll data:

- ☐ Employee
- ☐ Hourly Rate
- ☐ Hours Worked March 1-7
- ☐ Hours Worked March 8-14
- ☐ Hours Worked March 15-21
- ☐ Hours Worked March 22-28

Step 3: Insert the following payroll data into your spreadsheet.

Employee 1: Jason (pay rate = \$15/hour)

Hours worked March 1-7: 20 hours

Hours worked March 8-14: 15 hours

Hours worked March 15-21: 17 hours

Hours worked March 22-28: 19 hours

Employee 2: Florence (pay rate = \$17/hour)

Hours worked March 1-7: 16 hours

Hours worked March 8-14: 15 hours

Hours worked March 15-21: 18 hours

Hours worked March 22-28: 16 hours

Employee 3: Keenan (pay rate = \$19.50/hour)

Hours worked March 1-7: 38 hours

Hours worked March 8-14: 37 hours

Hours worked March 15-21: 37 hours

Hours worked March 22-28: 38 hours

Employee 4: Marissa (pay rate = \$22/hour)

Hours worked March 1-7: 39 hours

Hours worked March 8-14: 40 hours

Hours worked March 15-21: 38 hours

Hours worked March 22-28: 39 hours

Step 4: Add the following columns, in a logical location, to your spreadsheet:

- ☐ Wages Earned March 1-7
- ☐ Wages Earned March 8-14
- ☐ Wages Earned March 15-21
- ☐ Wages Earned March 22-28
- ☐ Total Wages for March

Step 5: Use the Spreadsheet Functions or Formulas to calculate the wages earned each week and for the month as a whole.