

MURRIETA MESA HIGH SCHOOL

ext. 2009

ICT Careers Final Job #9

PROJECT TITLE: Job #9 Payroll

PROJECT DESCRIPTION:

Calculate a company's wages using Google Spreadsheets

PROGRAM: Google Spreadsheets

INSTRUCTIONS:

Using the **Employee List Table** and **Hours Worked Per Day** provided, you must create a spreadsheet using the amounts in the Pay Rate column and hours worked, using formulas, calculate the total and average payroll per week. An example is below.

- **Save as Payroll_Lastname_period.**
- When finished: **Google Spreadsheet**
 - Share the document - Change Permissions to... "Anyone with the Link can view".
- **Copy/Paste link into the Website submission form for Final Job #9.**

EMPLOYEE LIST

NAME	GENDER	POSITION	PAY RATE (per hour)
You	?	President	\$60.00
Student Name	Female	V.P. of Operations	\$50.00
Student Name	Male	V.P. of Gaming	\$50.00
Student Name	Male	Food & Beverage Manager	\$40.00
Student Name	Female	Finance Manager	\$40.00
Student Name	Male	Day Manager	\$40.00
Student Name	Female	Night Manager	\$40.00
Student Name	Female	Maintenance	\$30.00
Student Name	Male	Payroll	\$25.50
Student Name	Female	Security	\$28.75
Student Name	Male	Service	\$35.00
Student Name	Female	Office	\$27.25

Calculate the Payroll Sheet to determine weekly pay.

<< HOURS WORKED PER DAY >>

TITLE	MON	TUE	WED	THUR	FRI
President	12	13	12	11	14
VP Operations	10	9	9	8	7
VP Gaming	8	10	8	6	9
Food/Bev Mgr	9	9	7	9	8
Finance Mgr	8	8	8	8	8
Day Mgr	11	8	9	10	9
Night Mgr	12	10	10	11	10
Maintenance	9	9	8	9	9
Payroll	8	8	10	9	9
Security	10	10	11	12	14
Service	9	8	10	9	10
Office	8	9	10	9	8

EXAMPLE:

Pay Rate → refer to Employee List Pay Rate

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	A	B	C	D	E	F	G	H	I	J
1	PAYROLL FOR THE WEEK									
2										
3			Hours Worked Per Day					TOTAL	PAY	GROSS
4	NAME	TITLE	MON	TUE	WED	THUR	FRI	HOURS	RATE	PAY
5	Your Name	President	12	13	12	11	14	62	\$60.00	\$3,720.00
6	Student's Name	VP Operations							\$50.00	
7	Student's Name	VP Gaming							\$50.00	
8	Student's Name	Food/Bev Mgr								
9	Student's Name	Finance Mgr								
10	Student's Name	Day Mgr								
11	Student's Name	Night Mgr								
12	Student's Name	Maintenance								
13	Student's Name	Payroll								
14	Student's Name	Security								
15	Student's Name	Service								
16	Student's Name	Office								
17	TOTAL									
18	AVERAGE									
19										
20										