



Employee Payroll

Name: _____ Hour: 1 2 3 4 5



You had been the assistant manager for the last two years. Last month, after graduating with your bachelor's degree, Mr. Larson came to see you at the restaurant. He gives you an envelope containing ten crisp \$100 bills as a graduation gift, and then offered you the manager's job! He told you that the manager is quitting to go start his own restaurant and plans to sell vegetarian meals. After some negotiating, you accept the job after convincing Mr. Larson to pay you a little more than previous manger was earning and all the same perks (including a car!). In addition, since Mr. Larson has an executive suite and season tickets to the Idaho Steelheads ice hockey games, you convince him to let you use his tickets anytime he does not plan on coming up to watch a home game.



As the manger, you are now responsible for paying all the employees on time. In order to calculate someone's paycheck, you need to know how much he or she earn every hour they are at work, as well as how many hours they worked during the week. On top of that, you have to calculate the taxes that each employee has to have taken out of their check.



You do not like the manager's previous spreadsheet, so you create a new one that you think will work better.

Draw a line though each sentence or use highlighter pen to ensure that you do not skip a step. You may also need the direction sheet from the previous assignment to remind you how to do some of the steps.

1. Download the template for this assignment on the Happy Hamburger Hut website. Make sure you save it as "HHH Employee Payroll" under your "Documents" folder. Use any tricks Mr. Larson taught you to save time on the project.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----|------------------------------------------|---------------|-------------|--------------|----------------|---|---------------|-----------------|----------------|-------------|---|--------------|
| 1 | Mr. Larson's Happy Hamburger Hut Payroll | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | Employee ID | Employee Name | Hourly Rate | Hours Worked | Gross Paycheck | | Federal Taxes | Soc. Sec. Taxes | Medicare Taxes | Total Taxes | | Net Paycheck |
| 4 | | | | | | | | | | | | |
| 5 | 12567 | Mia | 18.75 | 32 | ? | | ? | ? | ? | ? | | ? |
| 6 | 12750 | Case | 14.35 | 40 | ? | | ? | ? | ? | ? | | ? |
| 7 | 12816 | Madison | 6.18 | 16 | ? | | ? | ? | ? | ? | | ? |
| 8 | 12952 | Alexis | 7.95 | 30 | ? | | ? | ? | ? | ? | | ? |
| 9 | 12345 | Stockton | 22.36 | 40 | ? | | ? | ? | ? | ? | | ? |
| 10 | 12716 | Kristen | 31.95 | 45 | ? | | ? | ? | ? | ? | | ? |
| 11 | | | | | | | | | | | | |
| 12 | | | Totals: | ? | ? | | ? | ? | ? | ? | | ? |

2. Name Sheet 1 "<whatever this Friday's date is> Payroll". For example, it should like something like this "October 23, 2018 Payroll".
3. Set your paper to Landscape using the "Orientation" icon next to your margin icon.
4. I would like you to use 1 inch margins on the top and bottom and .25 inches on the left and right. Please set your Header and Footer Margins to .5 inches. Also, center this vertically and horizontally on the paper as well.



Put this in your portfolio!

5. Impress me with a nice header and footer that would be appropriate for our restaurant. It has to have your name in it somewhere so we know who created this project though!

6. Select *all* the cells and change them to Corbel 12.



7. Adjust your columns so everything fits in the cells for the time being. Further directions will have you set them to special widths to make the project look good.

8. We would like the title of the project in cell A1 to be Merge and Center across columns A through L. Shade these cells light yellow using the icon that looks like a paint bucket to the left of the font color icon. Change the font and size of "Mr. Larson's Happy Hamburger Hut Payroll" to Comic Sans MS size 18.



9. Select all the text in row three and turn on Center, Wrap Text and Bold.

10. Column widths: A & B = 11, C & D = 10, E = 12, G through J = 10, L = 12, F & K = 1



11. If the words in row three are not stacked on top of one another, select the row and go to HOME – CELLS – FORMAT – AUTOFIT ROW HEIGHT and it will correct the problem.

12. "Gross Paycheck" is how much an employee earns BEFORE any taxes are deducted from their paycheck. To calculate a person's "Gross Paycheck", multiply their "Hourly Rate" and the "Hours Worked" together for each employee. Be sure to use any formula tricks I taught you to save time on any formulas.

13. To figure out a person's "Federal Tax" tax, multiply a person's "Gross Paycheck" by 7.8%

14. To figure out a person's "Social Security" tax, multiply a person's "Gross Paycheck" by 6.2%

15. To figure out a person's "Medicare" tax, multiply a person's "Gross Paycheck" by 1.5%

16. To figure out a person's "Total Taxes", use a SUM formula to add up the three types of taxes that have to be paid.

17. "Net Paycheck" is how much money an employee gets to keep after taking the taxes out of how much money they earned. To figure out a person's "Net Pay" amount, take their "Gross Paycheck" and subtract "Total Taxes".



18. All the numbers except those in column A and D should be formatted to currency format.

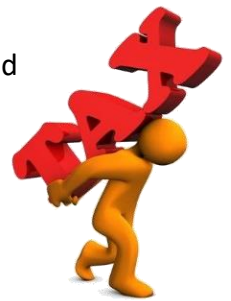
19. Format all the dollar amounts that are taxes to red numbers. Make the column names for these columns red as well. Bold the "Total Taxes" amounts.

20. Select the "Gross Paycheck" answers and bold these too.

21. "Net Paycheck" as well as all the dollar values in this column need to be bold and the font color should be blue.

22. In cells D12, E12, G12, H12, I12, J12 and L12 add up all the columns of information.

23. If the answers in row 12 deal with money, turn on Currency Format if the computer doesn't do it for you. Change these answers to the same colors of the numbers that are above. Bold everything in row 12 as well.
24. Insert a new row between Madison and Alexis. We need to include a new person, her name is Kaibree, her employee id number is 12823, her hourly pay is 24.50 and she worked 40 hours.
25. Insert a new row between Stockton and Kristen. We need to include a new person, her name is McKinlie, her employee id number is 12859, her hourly pay is 10.00 and she worked 16 hours.
26. Calculate the information for the two new employees. Also, give Madison a 75 cent per hour raise! (hint – use a scratch paper to add 75 cents to whatever she currently earns per hour and then change the information in the computer to the new amount)
27. We forgot to calculate “State Taxes”. Insert a column between “Federal Taxes” and “Social Security”. Put in a heading of “State Taxes” and then multiply a person’s gross pay by 4.5% so you know how much each worker is paying in State Taxes. This column should be 10 wide.
28. Use a formula in H14 to add up the “State Taxes” you just calculated. Change the color and bold this answer if the computer doesn’t do it for you automatically.
29. Insert a graphic of your choice that is somehow related to budgets. It needs to fit between rows 16 and 27.
30. Turn on your grid lines and row and column headings.
31. Spell check your work, use Print Preview to make sure it looks ok.
32. Show Mr. Larson your formulas using CTRL - ~ and then print your paper on the regular printer and make any necessary corrections. **Do not turn this copy in.**
33. Print your final copy in color
34. Answer the following questions in paragraph format:



Regular Class: Explain why you would or would not like to work at a bank and be responsible for all the money!

Honors Class: If you were the employee that was responsible for calculating the employee’s paychecks, discuss the possible outcomes that could occur if you entered in some information incorrectly, or you had an error in one of your formulas. Include how it could affect you, the employee, and the owner of the business.



35. On the next page, you will find a crossword puzzle that you can work on for extra credit if you have all your assignments done. When you are done with it, turn in this entire packet to the bin and I will return the packet to you after I have entered your points into the gradebook.

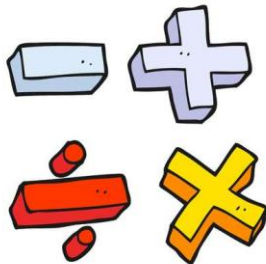


Extra Credit Word Search

T M S D T B Z Y G G G E P B N
 W E A P U I C M R E N G E Y C
 K T E D R N L I A D I A R A N
 E O G H E E D D D I K R C C M
 S E O R S L A A E V C E E C U
 T U R B I K E D S I E V N O L
 X U N N K M R X S D H A T U T
 C A E M W R A O P H C L E N I
 Q S M O U Q O R W E E U D T P
 F O R M U L A W G F N E Y I L
 D A E R F O O R P I O S T N Y
 R E T N E C M C A H N O E G N
 E X P A N D T C E L E S T S I
 D D A T C A R T B U S U M E M
 E V A L U A T E R E D A E H R

Accounting

Add
 Average
 Budget
 Center
 Checking
 Column
 Currency
 Date
 Divide
 Evaluate



Expand
 Expenses
 Footer
 Formula
 Grades
 Gridlines
 Header
 Margins
 Max
 Min
 Multiply



Percent
 Proofread
 Row
 Select
 Spreadsheet
 Subtract
 Sum
 Tilde
 Value
 Workbook
 Worksheet