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## **PAYCHECK ACTIVITY**

Do you wish your students had a better understanding of the importance of coming to class every day and on time? Do they understand “No Work, No Pay”? Here’s an activity to bring these points home along with using a spreadsheet activity! I used this activity in each computer class I taught (such as word processing, computer apps, advanced information processing, etc.).

### Rules

Your students are part-time employees with no benefits. If the class doesn’t meet (vacation, snow-day, etc.), or the student misses class (appointment, sick, etc.), the student earns no pay. If the student is tardy, there is a deduction of ¼ hour. If the student is gone for a school function (FBLA activity, field trip, etc.), the student gets paid. Even though my class met for 90 minutes a day, I assigned four hours for each session. This way the student is making enough money to have deductions taken out. The teacher decides how much per hour the students will make.

Students set up a table in Word that is the timecard. The timecard is printed and kept by the student each day (just like an employee would clock in each day).

Students set up a spreadsheet that will add the number of hours from each day for a weekly total, find gross pay and net pay, and keep a cumulative total for gross pay and net pay. On Fridays (or last day the class meets each week), the student will open up the spreadsheet and put in the number of hours “worked” each day.

### Raise

Part way through the quarter/semester, a student can earn an opportunity for a pay raise. To be eligible for a raise, the student must have no tardies or absences (school activities do not count against them) and have at least an A or B average. If the student qualifies, he/she must meet with me as an employee would for a review before a pay raise. The student must explain to me why a raise is deserved. I’m looking for more than “I came to class every day” and “I get all my work done.” Here’s a teachable moment regarding soft skills like being pleasant, getting along/working well with others, and using initiative to find more work to do when finished with assigned work, etc.

### Payoff

The student or students who have no tardies or absences and earn a raise will make the most “money”. That student or group of students will earn a certain amount of bonus points at the end of the class. I also give bonus to the next two highest earning groups. This keeps everyone interested even though they may have been tardy or absent once.

### For More Information

If you wish more information or would like a file sent to you with a spreadsheet set up, please email me at [wanda.samson@gmail.com](mailto:wanda.samson@gmail.com).

## Paycheck Activity Guidelines

### Purpose:

1. Student will have the opportunity to do a real project on a spreadsheet.
2. Student will be responsible for keeping track of own attendance.
3. Student will understand the value of being on time and present to class each day.

### Rules and Regulations:

- Class with work with teacher in preparing the payroll form and time card
- Keep track on own of attendance EACH day on time card
- Fill in the payroll form on Fridays or the last day of the school week
- Each class period is worth 4 hours
- Tardy counts –  $\frac{1}{4}$  hour
- 0 hours for absence (sick, appointment, out of town, etc.) or if no school held
- If you are at a school activity (FBLA Conference, sporting event, at bloodmobile, etc.), you will receive the 4 hours
- First 4-5 weeks hourly rate is \$6.00 per hour
- May get a raise after first grading period if you have at least a B average and perfect attendance with no tardies
- Must ask for the raise (if qualified) to \$6.25. You will meet privately with your teacher and this will be the question—What qualifies you for the raise? Your teacher is looking for things like good social skills and qualities that make for a good employee (pleasant, works well with others, etc.). The teacher reserves the right to grant the raise. This will be based on your answer and positive, not negative qualities (off task, talkative, doesn't follow directions, etc.) student has shown in the classroom.
- Students who earn the most will be awarded bonus points added to the average of the quarter tests. Usually the top 3 amounts receive points (most equals 3 points, second highest is 2 points, and third highest is 1 point). There could be several students in each group. Persons with perfect attendance and who got a raise will be in the top group. Sometimes people with only one or maybe two absences might be bonus earners. It just depends on what everyone else does!

### Grading (worth 100 points):

- The payroll form will be printed before the first grading period (4 weeks). At this time the teacher will verify its accuracy for hours/earnings and formatting of the form. Any corrections needed will be marked and it will become the student's responsibility to make the corrections. No deductions to your grade will be made at this time.
- The payroll form will be printed again at the end of the quarter. At this time deductions will be made for incorrect totals and formatting errors.
- The time card will also be turned in at the end of the quarter to verify that daily attendance was kept.
- If you ask the teacher to verify your attendance, 5 points will be deducted each time you ask. Therefore, make sure you write down your attendance/absences each day you are in class.



## Directions for Paycheck

- ◆ Be in Excel. Save the document as Paycheck.
- ◆ The footer will contain the following information: name and no. at the left, name of document at the center, and the code for date at the right (Do not do this until direction 10 below).
- ◆ Type in the information as shown on the handout. Do not worry about centering at this time.

Format these changes:

1. Highlight name and no and make size 16 and bold
2. Highlight block and no and make size 16 and bold
3. Bold and center lines 3 and 4
4. Adjust the columns so no extra space is used (make Wk be just large enough for the letters Wk)
5. Highlight B3:F3 and use the button for merge and center
6. Do the same for J3:M3
7. To do a series in Column A: Put in the 1 and 2; highlight them; hover around the lower right corner (box) until you see a plus sign; drag down to line 13 and release.
8. Go to File, Page setup and make these changes
  9. On page tab choose landscape
  10. On margins tab, the margins are ok, choose center horizontally and vertically
  11. On header/footer tab do a custom footer (mentioned above)
  12. On sheet tab under print choose gridlines
13. Go to preview to see that it all fits on one page. If you can do a page down and nothing moves, you are ok. If there is a second page, you need to readjust columns and/or use a smaller font.
14. Highlight H5:Q13 and click on the \$ button

Formulas:

1. G5 is =sum(b5:f5)
2. H5 is \$6.00
3. I5 is =g5\*h5
4. J5 is =if(i5>=120,4,if(i5>=115,3,if(i5>=110,2,if(i5>=100,1,0))))
5. K5 is =if(i5>=120,1.67,if(i5>=110,1.31,if(i5>=100,.99,if(i5>=90,.73,0))))
6. L5 is =I5\*.062
7. M5 is =I5\*.0145
8. N5 is =sum(j5:m5)
9. O5 is =i5-n5
10. Fill down G5:o5 to G13:o13
11. P5 is =o5 (do NOT fill down)
12. Q5 is =i5 (do NOT fill down)
13. P6 is =sum(\$o\$5:o6) fill down
14. Q6 is =sum(\$i\$5:i6) fill down
15. save

More 

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Now let's see if the formulas work. Put these amounts in for the hours per day. If you did not get the right answer on the right, go back and figure out the mistakes. Remember, if you make a change, make the change on Row 5 and fill down after doing so.

\\samson\adv inf proc\paycheck directions

Week	Hours	NP Cum (P)	Gross Cum (Q)
1	4, 4, 4, 4, 4	\$105.15	\$120.00
2	4, 4, 0, 4, 4	\$193.08	\$216.00
3	4, 4, 0, 0, 4	\$259.57	\$288.00
4	4, 4, 0, 0, 0	\$303.90	\$336.00
5	4, 0, 0, 0, 0	\$326.06	\$360.00
6	4, 4, 4, 4, 3.75	\$431.18	\$478.50
7	4, 4, 2, 4, 4	\$528.93	\$586.50

Did columns H:Q have \$ and 2 decimals? If not, format them.

If these figures agree, clear out the info you just put in B5:F11. You have just checked to see the formulas work. This spreadsheet is now ready to use every Friday when you record your hours for the week.

Close Excel and go to Word.

## **TIME CARD FOR YOUR NAME & NO.**

<b>Week Beginning</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Total</b>

Get the dates to put in column from your teacher or someone in class.

Adjust the columns as necessary to make everything fit (table, autofit, autofit to contents). To center the table, highlight the whole table (including the codes to the right of the last column). Click on the center button and the table is centered horizontally.

You may add a picture to the bottom of the page if you wish. Be sure this all fits on one page.

Print and turn in. You will receive credit for doing it. Each day when you come to class you need to mark this page for 4 hours for each class period you are here using a pen/pencil.